

PATHWAYS ABILITIES SOCIETY

PROCEDURE: ILLNESS AND DISABILITY MANAGEMENT

Applies to: All Personnel

Effective/Revision Date:

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In addition to the following procedures, disability and injury preventative procedures are outlined in numerous other Pathways Abilities Society procedures.

Illness/ Sick and Unable to Work

1. COVID 19 Symptoms, contact 811 immediately and seek direction.
2. Call the Activity Supervisor at 778-484-4490 **as soon as possible**. Leave a message if there is no answer. Do not leave a message with a coworker. Then, notify your supervisor, if the Activity Supervisor is not your immediate supervisor. The immediate supervisor notifies the human resource manager.
3. Employees who become ill and are unable to complete their shift must inform their immediate supervisor before leaving.
4. Call the Activity Supervisor at 778-484-4490 each day you are ill and notify your supervisor, if the Activity Supervisor is not your immediate supervisor. The immediate supervisor notifies the human resource manager.
5. If you receive a doctor's note outlining how long you will potentially be off, submit the note to your immediate supervisor. The supervisor gives the note to the human resource manager.
6. If the illness extends past three days a doctor's Certificate of Health form (found in the Forms binder or under Forms in ShareVision) with a job description attached may be required before returning to work however depending on the severity and/or type of illness a certificate may be required for less than three days. Contact your supervisor for clarity and/or to obtain the forms (they can be emailed).
7. If the Certificate of Health form indicates that job duties need to be modified for a time period in order to return to work, notify your immediate supervisor who will notify the executive director and human resource manager.

8. After five days of illness, the supervisor notifies the executive director and human resource manager that the person has been off for five days (see procedure below).

Illness/ Sick and Unable to Work Evening and Weekend Shifts (typically homes)

1. Employees who become ill and are unable to work during their shift must inform their immediate supervisor. On weekends, call the on-call emergency number at 250-215-3248.

2. If you know you are going to be ill Monday to Friday before 3:00 pm call the Activity Supervisor at 778-484-4490. Leave a message and the Activity Supervisor will call you back. Then notify your supervisor, if the Activity Supervisor is not your immediate supervisor.

3. If you know you are going to be ill Monday to Thursday after 3:00 pm call the Residential Supervisor. If the person cannot be reached, call the executive director or designate.

4. If you know you are going to be ill on a Friday after 3:00 pm, Saturday and/or Sunday call the home and notify the staff. The staff working determines if a senior support Worker is working. If they are working they notify the senior support worker, if not they call the on-call person. If the senior support worker is working, they refer to the Casual Shift Call-in procedure. If they are unable to fill the shift, they call the on-call emergency number.

5. Call as outlined above each day you are ill.

6. If the illness extends past three days a doctor's Certificate of Health form (found in the Forms binder or under Forms in ShareVision) with a job description attached may be required before returning to work however depending on the severity and/or type of illness a certificate may be required for less than three days. Contact your supervisor for clarity and/or to obtain the forms (they can be emailed).

7. If the Certificate of Health form indicates that job duties need to be modified for a time period in order to return to work, notify your immediate supervisor who will notify the executive director and human resource manager.

8. After five days of illness, the supervisor notifies the executive director and human resource manager that the person has been off for five days (see procedure below).

Procedure for all permanent employees who are off due to a WorkSafe BC Claim or in excess of 5 days

1. Employees follow the Injury and or Medical Emergency procedure.

2. The immediate supervisor notifies the human resource manager that the person is off sick due to either a WorkSafe BC claim or in excess of 5 days.

3. The human resource manager:

- Submits a referral to the Disability Management Institute either the DMI WCB Claims or DMI Early Intervention and Cc.'s the executive director and finance manager.

- Submits a referral to the Disability Management Institute (DMI Early Intervention) and Cc's the executive director.
- Liaises with DMI to support the person to return to work as soon as possible.
- Enters the information in the Staff off Sick Modified/Duties ShareVision list and notifies the person's immediate supervisor and the Activity Service supervisor that the information has been entered.
- Maintains and updates the Staff off Sick Modified/Duties ShareVision list.
- Concludes the Staff off Sick Modified/Duties ShareVision list.

4. The immediate supervisor:

- Monitors the return date or date a new doctor's note is required.
- Follows up with the person prior to the return date stated on the doctor's note to determine if they are returning. If not, the person obtains a new note and provides the executive director with a copy.
- Notifies the executive director, human resource manager and finance manager of the person's status.
- Provides the human resource manager all doctor's notes that are submitted and/or any information the employee provides.
- Notifies the Activity Supervisor and ensures the person's shifts are covered.