

## PATHWAYS ABILITIES SOCIETY

### **POLICY: SICKNESS AND DISABILITY MANAGEMENT**

**Applies to:** All Personnel, Volunteers and Persons Served

Original Approval Date: November 23, 2009

Date Board Approved: October 23, 2023

Replaces Policy Dated: February 22, 2021

---

Board Member's Signature

### **POLICY**

Pathways Abilities Society is very committed to assisting all employees to be healthy by providing support and knowledge to lead healthy lifestyles.

Pathways Abilities Society, through collective bargaining, provides benefits which enable employees to access services and supports in the event of illness. This includes paid sick time, the ability to accrue and carry over sick time in the event of short-term disability and the availability of long-term disability benefits if the need arises. Pathways Abilities Society also participates in early intervention services, which helps facilitate employees returning to work when their illness extends beyond 5 days. In addition, Pathways Abilities Society provides employees with anonymous access to personal counselling services.

Pathways Abilities Society uses a collaborative team approach which maximizes employee health, promotes a culture of accident and illness prevention and accountability, minimizes the impact of injury/illness and prevents disability. Pathways is committed to:

- Proactive practices.
- Early intervention services.
- Meaningful and productive transitional work.
- Consistency and fairness.
- Occupational health, safety and wellness.

Pathways Abilities Society's proactive practices and measures to prevent disabilities in the workplace include a very active Joint Occupational Safety and Health (JOSH) Committee, a Risk Management policy and procedure and numerous other policies and procedures that outline preventative measures to be safe and healthy. All employees, volunteers and persons served are given a thorough orientation and sign the orientation confirming they understand. All employees, volunteers and persons served are responsible for seeking to resolve worksite conditions that may compromise health and safety.

The JOSH committee advises, educates and promotes safety and health programs for employees, volunteers and persons served in compliance with WorkSafe BC regulations. Critical incident reported falls, accidents, employee report of injury or occupational disease, and health and safety issues are given to the JOSH committee for review and

follow-up. The committee tracks and analyzes the data to identify trends or common issues and makes recommendations.

Employees who are ill or unable to work must follow the Sickness and Disability Management procedure at the earliest possible opportunity. Do not leave a message with a coworker.

Employees who are sick in excess of 3 to 5 days are required to have their physician complete a "Certificate of Health" form prior to returning to work and are required to participate in early intervention services. However, employees may be required to have their physician complete a "Certificate of Health" form before returning to work after one day of illness.

Employees who are not able to complete their job duties as outlined in their respective job description and hours of work due to illness or injury are required to participate in early intervention service and/or submit a doctor's note outlining why they cannot perform specific tasks.

All scheduled absences, i.e., medical appointments, vacations, leaves, etc., require written approval. A "Time off Request" form must be completed, submitted and approved.