

PATHWAYS ABILITIES SOCIETY

PROCEDURE: SICKNESS AND DISABILITY MANAGEMENT

Applies to: All Personnel

Original Effective Date: November 23, 2009

Effective Date: October 23, 2023

Replaces Procedure Dated: May 9, 2022

In addition to the following procedures, disability and injury preventative procedures are outlined in numerous other Pathways Abilities Society procedures. Please note, there are different procedure for different shifts.

Sickness and Unable to Work Weekdays

1. Call the Activity Supervisor at 250-763-4837 extension 1 as soon as possible. If there is no answer, leave a voicemail message (do not email, text or leave a message with a coworker). The Activity Supervisor refers and adheres to the Casual Shift Call-in procedure.
2. If your upcoming shift is not in activity services, you must notify both the Activity Supervisor and the Homes Supervisor. The supervisors notify the person's immediate supervisor or manager and the People and Culture Manager.
3. Employees who become ill while at work and cannot complete their shift must inform their immediate supervisor before leaving their work area.
4. Employees are required to call the Activity Supervisor at 250-763-4837 extension 1 each day they are ill and will not be at work. They are required to notify the Homes Supervisor if their scheduled shift is not in activity services. The supervisors notify the person's immediate supervisor or manager and the People and Culture Manager.
5. If you receive a doctor's note outlining how long you will be off work, submit the note to your immediate supervisor. The supervisor forwards all documentation to the People and Culture 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. 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 in order to return to work, notify your immediate supervisor who will notify the Executive Director and People and Culture Manager.
8. After five days of illness, the supervisor notifies the Executive Director and People and Culture Manager that the employee has been off for five consecutive days (see procedure below).

Sickness and Unable to Work Evening and Weekend Shifts

1. If you know you are going to be ill or are ill on a Friday after 4:00 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 notify the on-call person at 250-763-4837 Extension 4.
2. The Senior Support Worker or on-call person, refers and adheres to the Casual Shift Call-in procedure.
3. Notify your immediate supervisor of the illness by email or via their ShareVision page.
4. Call as outlined above each day you are ill and cannot work.
5. 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. Depending on the severity and/or type of illness a certificate may be required for less than three days of missed work. Contact your supervisor for clarity and/or to obtain the forms (forms can be emailed).
6. 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 People and Culture Manager.
7. After five days of illness, the supervisor notifies the executive director and People and Culture 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 sick in excess of 5 days

1. Employees follow the Injury and or Medical Emergency procedure.
2. The immediate supervisor notifies the People and Culture Manager that the person is off sick due to either a WorkSafe BC claim or in excess of 5 days.
3. The People and Culture Manager:
 - Submits a referral to the Disability Management Institute (DMI), either the DMI WCB Claims or DMI Early Intervention and Cc.'s the executive director and finance manager.
 - 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, People and Culture Manager and finance manager of the person's status.
- Provides the People and Culture 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.