



Return to Work Accommodation Process

(Taken from the Conference Board of Canada)

If an employee has a disability and/or is absent from work due to accessibility-related reasons that include but are not limited to physical disability, mental disability, family reasons, creed, etc., Company XYZ will develop and implement a personalized Return to Work Plan. The company will create such a Plan by doing the following:

- assessing individual needs
- considering alternative work arrangements
- respecting the employee's right to privacy and confidentiality
- maintaining appropriate communication
- respecting the dignity of the employee while maximizing their contribution to the company

Employees are expected to take responsibility for their own accommodation needs and to work with the Company to explore possible solutions.

The company may request assistance from external sources, including but not limited to independent medical examinations, legal consultations, documentations from religious authority, etc. to assess accommodation requirements. The employee is expected to cooperate in this process.

The Company will select the accommodation method that is least disruptive to the Company's business and balances the needs of all employees. Once an accommodation plan has been implemented, the company expects the employee to meet any established upon performance and job standards. The employee is also expected to work with the company on a regular basis to evaluate and improve the accommodation plan over time.

See the next pages for a Checklist.



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At [company name], we are committed to supporting employees who have been absent from work due to a non-work-related disability and who require an accommodation in order to return to work (RTW). Therefore, we have put in place the following RTW process to facilitate an employee's safe and timely return to work.

STEP 1: INITIATE THE RETURN-TO-WORK PROCESS

- The employee reports her need for a disability leave to her supervisor or to human resources
- Information is sent to Human Resources

STEP 2: MAKE AND MAINTAIN CONTACT WITH THE EMPLOYEE ON LEAVE

Human Resources:

- Maintains regular contact with the employee, with the employee's consent
- Provides the employee with RTW information
- Helps resolve any problems with treatment, if asked to by the employee
- Monitors the employee's progress until she is fit for work

Employee:

- Gets and follows the appropriate medical treatment
- Updates Human Resources about her progress
- Gives the health care provider the RTW information

Manager:

- Ensures work practices are safe for returning employee
- Assists with identifying accommodations
- Assists with analyzing the demands of each job task

Health care provider:

- Provides appropriate and effective treatment to the employee
- Provides required information on the employee's functional abilities, if requested

Union representative

- Provides support for the program
- Helps to identify RTW options
- Supports the employee during the RTW process

STEP 3: DEVELOP A RETURN-TO-WORK PLAN

- The employee, Human Resources, and the health care provider (if needed) collaborate to develop a formal RTW plan, which is included in the employee's individual accommodation plan, if applicable:



- if the employee has *no residual functional limitations*, she returns to her regular position with no accommodation required
- if the employee has *temporary functional limitations*, she returns to a temporary modified work environment with accommodation, or to an alternative transitional position
- if the employee has *lasting functional limitations*, she returns to work with permanent accommodations or is permanently reassigned to another position
- administrative information, such as time codes, or information about how the RTW may impact pay

STEP 4: MONITOR AND EVALUATE THE RETURN-TO-WORK PROCESS

- The employee, supervisor, and RTW coordinator monitor and review the RTW process regularly until it has been completed
- If the employee encounters challenges, the RTW plan is modified to overcome these challenges