

What to do if you are ill

If you are ill for less than 3 days

1. Call the absence line each day to report sick at extension 43333, unless instructed otherwise.
2. Your manager may request documentation to support your absence. This needs to be submitted to your Occ health Nurse.
(Do not send your medical to your manager)

RETURNING TO WORK

3. Once your condition improves and you are able to return to work. Contact the Absence line to report back to work. For day shift you must report back prior to 1900 the previous day. For night shift you must report back prior 1900 the previous day.
4. If you require modified duties, contact your employee health and abilities Consultant or EHAC
(If your last name starts with A-L Contact Peggy Huggins ext. 43234. M-Z Gillian Murgic ext. 33213)

Your Union Representative is an excellent resource and will be able to answer any questions you may have. Please contact your Union Rep.

If you are ill for 3 or more scheduled shifts

1. Call the absence line at ext. 43333 each day to report sick unless instructed otherwise.
2. At the 3 day mark you will be required to provide an attending physicians report to return.
3. **MAKE AN APPOINTMENT WITH YOUR TREATING PRACTITIONER**
For absences lasting 3 shifts or more the NH requires a form called Attending Physicians report or APR. to be completed and returned prior to your return to work. The APR will need to be returned to the EHAC prior to your return.
4. You can obtain the APR from the Employee health and abilities consultant. Or call extension 44237

5. Once you have submitted your APR one of the Employee health and abilities consultants will contact you to discuss your return to work.
6. If your absence continues you will be required to submit an APR every 4 weeks.
7. IF THERE IS A COST ASSOCIATED WITH THE COMPLETION OF THE APR. SUBMIT THE ORIGINAL RECEIPT WITH THE HEALTH CARE PRACTITIONER PROFESSIONAL STAMP ON IT TO THE EMPLOYEE HEALTH AND ABILITIES AT THE WELLAND SITE WITHIN ONE MONTH.

RETURNING TO WORK AFTER 3 OR MORE ABSENCES

1. Your return to work must be cleared by your EHAC. Based on your submitted medical
2. The EHAC will notify the manager of your return
3. You must call the absence line to report your return to work and that you have been cleared by the EHAC. To return to full duties
4. If modified work or hours are required a meeting will be required with you, the EHAC, your manager and your union rep to ensure your modified requirements are met on your return.

PLEASE REVIEW THE CONTACT INFORMATION ON THE MAIN PAGE FOR YOUR UNION REPRESENTATIVES CONTACT INFO.