

Absence due to Workplace Illness/Injury

In cases where **workplace illness/injury** is the reason for the employee's absence, a claim is filed with the Workplace Safety & Insurance Board (WSIB) and benefits are determined by the Board. Return to Work Policies of the WSIB **must** be adhered to.

Sick leave is payable as advances on WSIB benefits when there is identifiable, verifiable **medical*** evidence of illness/injury.

Responsibilities:

It is the responsibility of the **employee** to actively engage in the return to work process, which includes:

- Know and follow safety policies and procedures
- Report any workplace incident, injury/ illness to his/her supervisor immediately
- Inform his/her doctor that early and safe return to work opportunities are available to accommodate functional abilities
- Provide the Safety/WSIB Officer with **functional** abilities information from the health care provider, supporting absence from work
- Maintain regular contact and cooperate with his/her manager/supervisor regarding the possible return to work date which may include modified work and/or other accommodations
- Provide the Disability Advisor/Occupational Health Nurse with appropriate **medical*** documentation as requested
- Participate in discussions leading to a safe, early return to work identifying any concerns with your return to work
- Attend scheduled return to work progress meetings with your manager/supervisor
- Consult with the available Waterloo Resources as needed

It is the responsibility of the **manager/department head** to:

- Provide a safe work environment
- Report any workplace incident/injury to the Safety/WSIB Officer
- Actively engage in the return to work process and identify suitable work
- Maintain regular contact with the employee regarding what is happening at work as appropriate
- Seek to understand the employee's limitations and capabilities
- Facilitate appropriate accommodation where necessary which may include modified work and other accommodations (in most cases these accommodations will be temporary.)
- Understand and respect the employee's right to not share **medical*** information with manager/department head
- Maintain the confidentiality of any **medical*** information which is shared by the employee
- Document the expectation of duties/hours in the return to work and follow up on the expectations
- Facilitate and promote a supportive return to work environment including the employee's co-workers

- Monitor the progress of the employee in modified work programs and meet with them regularly to ensure they will be successful in achieving their return to work goal
- Consult with the available Waterloo Resources as needed

It is the responsibility of the **Safety/WSIB Officer** to:

- Maintain regular contact with the employee regarding his/her health condition.
- Maintain the confidentiality of the employee's **medical*** information
- Determine availability and suitability of accommodation with respect to the employee's functional abilities.
- Coordinate and facilitate return to work process involving the employee, manager/supervisor, Disability Advisor and Occupational Health Nurse, in accordance with WSIB Early & Safe Return to Work Policy
- Manage the employee's **WSIB claim** documentation/file and document all activities and responsibilities in the return to work case and oversee the administration of the return to work program
- Monitor the progress of the return to work case and advise all involved of any changes to wages, duration or duties of the plan and closure of the plan
- Communicate relevant information including return to work status to the Workplace Safety & Insurance Board, Disability Advisor and Occupational Health Nurse
- Maintain regular contact with Disability Advisor regarding sick leave and LTD benefit status

It is the responsibility of the **Disability Advisor** to:

- Maintain regular contact with the Safety/WSIB Officer regarding progress and possible return to work date
- Maintain the confidentiality of the employee's **medical*** information
- Ensure the supplied medical meets the requirements of the University sick leave benefit
- Ensure the employee is aware of sick leave/LTD benefits in case WSIB is declined
- Ensure the employee is provided with the LTD application forms if/when required
- Coordinate a safe, early return to work by working with the employee, manager/supervisor, WSIB Safety Officer and Occupational Health Nurse
- Facilitate/promote/support the return of the employee to his/her department with any required accommodation of duties/hours

It is the responsibility of the **Occupational Health Nurse** to:

- Maintain regular contact with the Safety/WSIB Officer regarding the injured workers health condition
- Maintain the confidentiality of the employee's **medical*** information
- Manage the employee's **medical*** documentation/file, including clarifying health information through the employee's health care providers when requested by the WSIB Safety Officer to ensure that it meets the requirements of the University sick leave benefit
- Work with the employee, manager/supervisor, WSIB Safety Officer and Disability Officer to support a safe, early return to work
- Support the return of the employee to his/her department with any required accommodation of duties/hours

- *** The University of Waterloo adheres to PHIPA (Personal Health Information Protection Act, 2004) and all other relevant legislation including the Regulated Health Professions Act, 1991, Workplace Safety and Insurance Act, 1997 and Occupational Health and Safety Act, 1990. All medical information provided is confidential. The employee is not obligated to share medical information with his/her manager/department head. However the employee must provide appropriate medical to the Occupational Health Nurse, Health Services and/or Disability Advisor, Human Resources in order to support payment of sick leave and application for long-term disability.**