

**Leamington Mennonite Home  
Long Term Care & Retirement Residence**

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Modified Work Program – Early Return to Work	<b>SECTION:</b> 3
<b>DATE:</b> September 2004	<b>Administrator's Signature:</b> _____	<b>POLICY:</b> 3
<b>REVISION DATE:</b> September 2007, April 2009, February 2012		

**MODIFIED WORK PROGRAM / EARLY RETURN TO WORK**

**POLICY:**

The Leamington Mennonite Home is committed to developing and maintaining a safe work environment.

The Modified Work Program is very flexible, comprehensive, and proactive, intending to provide positive outcomes for our Employees who are unable to perform their regular duties due to workplace injury. In the case of full-time (benefited) Employees, any occupational or non-occupational workplace injury or illness is part of the Modified Work/Return to Work Program; for Part-time employees, only workplace injuries are included in the Program. Every reasonable effort will be made to accommodate affected Employees and promote an early return to work. Modified Work permits the matching of an individual's restrictions and abilities with the demands of the job.

In addition, the intention is:

- To make every effort to provide modified work within the Employee's usual job and working conditions as medically appropriate.
- To make reasonable efforts to provide modified work of a temporary nature to an Employee recovering from an illness or injury.
- To consult with the appropriate health professional(s) to assist in the clarification of restrictions and accompanying Modified Work and/or who may best treat and manage the workplace illness or injury.

**PURPOSE:**

- To minimize the disabling effects of injury and illness.
- To encourage and assist in the rehabilitation of injured/ill staff to enable them to return to full duties and prevent future injuries.
- To enable Employees who are unable to perform their regular duties because of illness or injury to perform modified work.
- To provide economic and psychological support to injured/ill Employees.
- To optimize the work contribution of the injured/ill Employee who would otherwise be off work entirely.

## **PROCEDURE:**

### **When injury occurs:**

- Employee must immediately report workplace injury/illness to Department Leader (or Designate) who then completes Employee Incident Report Form with the staff member.
- Employee shall immediately seek medical attention as required. The treating health professional will complete the required form(s), including WSIB Functional Abilities Form (if applicable) or other report Forms, identifying initial status, restrictions, and estimated duration of workplace absence.
- The staff member will provide this information to the Department Leader immediately upon receipt and/or no later than the following day, Monday-Friday.

### **Return to Work Process:**

- A Modified Work/Work Hardening Program will be developed by LMH taking into consideration the Employee's restrictions, together with WSIB, Physiotherapy and other treating health professional recommendations. A comprehensive Modified Work Plan will be created based upon the employee's outlined restrictions and will be amended from time to time as appropriate.
- Consultation with an independent third-party qualified health care professional may occur to clarify the restrictions and to ensure the best possible Modified Work Plan is developed. In the case of a unionized Employee, the Modified Work Program will also be reviewed with a Union Steward, ensuring that the Program will not cause undue hardship on other staff in the Department and/or the Home. Any difficulties or concerns with the proposed Return to Work/Modified Work Plan shall be processed during this review in advance of the posting of the Modified Work Plan.
- The Modified Work Plan will be posted within the Department upon the conclusion of the Return to Work Interview and prior to the first worked shift.

### **Modified Work Program:**

The Modified Work Program is specific to the injured Employee and his/her restrictions. It shall be flexible and progressive leading to a full integration of all duties for that Employee.

- The Employee shall participate in Modified Work/Work Hardening Program while on Modified Work, meeting weekly with the Chief Financial Officer, Union Steward & Department Leader to update the Modified Work Program, or on a regular basis throughout the duration of the re-entry period, as needed.
- If the full-time Employee is on modified work/hours because of a work-related injury/illness, he/she will be paid their regular salary. If a full-time Employee is on modified work/hours because of non-work-related injury or illness, he/she will be paid regular salary. If the part-time Employee is on modified work/hours because of a work-related injury/illness, he/she will be paid regular salary only for hours worked.
- If during the Program, the Employee is experiencing increased discomfort, the Modified Work Program will be reviewed in consultation with the treating health professional, WSIB as appropriate, and the Employee.
- At any given time, the Employer may require the Employee to complete an independent Functional Abilities Assessment, to determine next steps.

## **RESPONSIBILITIES:**

### **Department Leader**

- The Department Leader, together with the Administrator and Chief Financial Officer, is responsible for monitoring the injured/ill Employee's progress in the Modified Work Program through proper communication.
- The Department Leader shall liaise with the Administrator, Chief Financial Officer, and/or Human Resource Specialist, as needed, and the Union.

### **Human Resource Specialist**

- The Human Resource Specialist shall assist with a review of all Forms, liaising with the treating health professional as required and needed.

### **Employee**

- The injured/ill Employee is responsible for making him/herself available for modified work, and for keeping in touch with the Department Leader and the Union, as required.
- The injured/ill Employee is expected to take an active part in his/her modified work through the prompt communication of any problems which might arise, allowing them to be resolved quickly. Communication shall be directly with his/her Department Leader.

### **Union**

- The Union has a responsibility to work closely with the Employee and Leamington Mennonite Home to actively encourage participation in the Modified Work Program.

### **Administration**

- Administration will liaise with the Union to develop joint efforts to minimize the physical, emotional, and financial effects of injury/illness.
- Administration will provide meaningful modified work whenever possible.
- Administration will extend positive support to the injured/ill Employee.
- Administration will facilitate, where required and practical, flexibility for the injured/ill Employee to attend prescribed medical or rehabilitation treatment.



**Leamington Mennonite Home**  
**RETURN TO WORK INTERVIEW FORM**

<b>EMPLOYEE INFORMATION</b>			
<b>DETAILS OF INTERVIEW</b>			
<b>DETAILS FOR RETURN TO WORK</b>			
<b>MEDICAL RESTRICTIONS</b>			
<b>DETAILS OF ACCIDENT</b>			
<b>ACCIDENT PREVENTION MEASURES</b>			
<b>ADDITIONAL COMMENTS</b>	<b>FOLLOW-UP</b>		
	If yes, state when		
<b>SIGNATURES</b>			