

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

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Maternity Leave: Return to Work Re-education Plan	SECTION: M POLICY: 1
DATE: September 2004	Administrator's Signature: _____	

MATERNITY LEAVE: RETURN TO WORK RE-EDUCATION PLAN

POLICY:

Leamington Mennonite Home promotes a safe return to work from a one-year Maternity Leave of Absence. All staff who have been off work are encouraged to attend a one-hour Re-Education Plan.

PROCEDURE:

- As the staff member's one-year maternity leave ends, and preferably no less than 5 weeks prior, the staff member shall contact their Department Leader to confirm their Return to Work date.
- The Department Leader shall schedule a paid one-hour Return to Work Re-Education Plan, prior to the employee's first scheduled shift upon their return to work after a maternity leave.
- The staff member shall attend this self-directed re-education at the Home, meeting first with the Department Leader.
- The Re-Education Plan will be specific for the Employee and Department affected.
- The LMH Staff Maternity Leave: Return to Work Re-Education Plan form shall be completed by the Department Leader and Employee and signed off prior to the staff member's Return to Work.
- The completed LMH Staff Maternity Leave: Return to Work Re-Education Plan Form shall be filed in the staff member's Personnel file.