

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

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Leave of Absence – Sick/Medical Leave	SECTION: L POLICY: 5
DATE: September 2011	Administrator's Signature: _____	

LEAVE OF ABSENCE – SICK / MEDICAL LEAVE

POLICY:

The Leamington Mennonite Home strives through communication and facilitation to work with the individual needs of staff during a time of illness and medical leave. Every effort shall be made to provide a leave when required, responsive to the needs of the staff member with a safe and timely return to work.

PROCEDURE:

- When a sick note is received, requested, and/or required, staff must submit a Doctor's note directly to their Department Leader upon receipt of the note.
 - If unable to deliver the sick note personally, the staff member shall contact the Department Leader to process the Doctor's note which shall then be submitted to the workplace.
 - Upon receipt of a Doctor's note the Department Leader shall:
 - Complete the LMH Sick Leave form indicating:
 - Start date of sick leave
 - Anticipated return date
 - Reason for leave
- The Department Leader shall submit a copy of the LMH Sick form to the Payroll Clerk with copy to the Human Resource Specialist. Further form filing shall be determined by the Payroll Clerk and Human Resource Specialist.
 - Additionally, the Department Leader shall determine:
 - General medical condition of employee
 - Details of the illness
 - Where and when it began/occurred
 - Whether illness is communicable
 - Precautions required upon return to work
- Employees are expected to contact their Department Leader weekly to discuss any change in health and progress to date.
- In preparation to return to work, the Employee shall obtain a doctor's note declaring the employee fit for return to full workplace duties.
 - The return to work: Doctor's Note shall be personally submitted to the Department Leader together with the completion of a Return to Work Interview and Form.

- The Department Leader shall determine:
 - Scheduling of the returning staff member
 - Need for any re-orientation, training and/or instruction
 - Need for any future medical appointments, tests, follow up as needed.