

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 455 – Extended Medical Leave	
Related LCSDF AP's		
Form(s)	F 455.1 – Teacher Verification of Sickness – Practitioner’s Report F 455.1.1 – Teacher Physician Medical Restriction F 455.2 – Support Staff Verification of Sickness – Practitioner’s Report F 455.2.1 – Support Staff Physician Medical Restriction	
References:	Human Rights, Citizenship and Multiculturalism Act Alberta Human Rights Commission Saskatchewan Human Rights Commission	
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Background

In order to fulfill the responsibilities of their position, employees need to be in good health to perform their school-based duties. While the *Human Rights, Citizenship and Multiculturalism Act* places certain restrictions on what employers may include as part of the application forms, employers do have the right to request medical health information from prospective or existing employees as it pertains to their ability to complete their assignment in an educational environment.

Procedures

1. An employee, who is absent due to medical reasons for more than five consecutive days or at the discretion of the Supervisor, shall be required to submit a medical certificate verifying the absence. (Teacher Form 455-1; Support Staff Form 455-2)
2. Additional information may be required to determine if the employee is medically fit for their responsibilities, length of absence from duties if unable to work, and what accommodation, based on the Board’s duty to accommodate (Teacher Form 455-1.1 and Support Staff Form 455-2.1).
3. An employee, who is absent due to medical reasons for recurring ailment, shall submit a medical certificate verifying the absence. (Teacher Form 455-1; Support Staff Form 455.2)
4. An employee who has been on extended disability or Worker’s Compensation shall provide a medical certificate from a qualified physician prior to returning to work. (Teacher Form 455-1.1 and Support Staff Form 455-2.1).
5. All medical information collected by Lloydminster Catholic School Division will be treated as confidential and retained in a file accessible to the Director or designate assigned to handle medical accommodations.

6. Teachers may wish to seek clarification regarding the Physician Medical Restriction from the Director or from the Saskatchewan Teachers' Federation.