

## AP 455 – EXTENDED MEDICAL LEAVE

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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 three consecutive days, 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.

Reference: