Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

Policy

1. Employees returning to work following an absence of five or more consecutive work days of sick leave (time) who are released to return to work without restrictions (e.g., ‘full duty’) must present a statement from a licensed health care professional confirming the employee’s ability to resume all work duties. This statement is to be given to the employee’s supervisor before the employee returns to his/her work site.

2. An employee returning to work with restrictions, following exposure to a contagious disease or following a work-related injury/illness resulting in an absence of one or more full work days must submit a statement from a licensed health care professional to University Health Services (UHS), Holmes Clinic prior to returning to the work site. The statement must indicate the date the employee may return to work, specific work restrictions, and the expected duration of the restrictions and the date of the next medical evaluation.

   UHS will evaluate the employee and make a determination regarding the employee’s ability to safely return to the worksite.
Procedure

Employees Returning to Work Without Restrictions (non-work related/no exposure to a contagious disease)

1. Employees initially returning to work from an absence of 5 or more consecutive work days without restrictions must submit a licensed health care professional's statement stating the employee is able to resume all work duties. The employee must deliver the statement to his/her supervisor before returning to the work site.

2. Employees who returned to work with restrictions, must continue to visit UHS for the duration of restriction(s). When released by his/her healthcare provider without restrictions (e.g., full duty), the employee must present a statement from a licensed health care professional confirming the employee’s ability to resume all work duties. This statement is to be given to the employee’s supervisor before the employee returns to his/her work site.

3. The statement must be retained in the Departmental file.

4. Employees should reference Human Resources Policy 21-01 regarding use of sick leave (time) for additional information.

Employees Returning to Work With Restrictions following exposure to a contagious disease and/or from a work-related injury/illness absence of one full work day or more:

5. Employees returning to work with restrictions, following exposure to a contagious disease and/or following a work-related injury or illness resulting in a full day’s absence or more must submit a licensed health care professional’s return to work statement to UHS. The statement must specify the actual date the employee may return to work without restrictions or if returning with restrictions, must cite the specific restrictions, their duration and the date of the next medical evaluation.

6. The statement must be retained by UHS.

7. If released to return to work, UHS will provide the employee with a Return to Work form to be presented to the supervisor before returning to the work site. This form is to be distributed as indicated and retained in the Departmental file.

8. Employees who have returned to work following exposure to a contagious disease or with restrictions due to a work-related injury/illness must continue to visit UHS until released by UHS to return without restrictions (e.g. full duty).