

Return to Work Process

Bronte College is committed to supporting Staff members who have been absent from work due to a disability.

We will use the following process to help our staff members who require accommodation to return to work.

Step 1. Initiate the leave and stay in contact with the employee

If a staff member needs to take a disability leave, s/he will inform his/her manager and human resources. The staff member and manager will maintain regular contact, with the staff member's consent, to address any problems that may arise and facilitate the return to work process.

Step 2. Gather relevant information and assess individual needs

The Staff member and manager will work together to share information and find the most appropriate accommodation, for example:

Manager

- Provides the staff member with return-to-work information
- Helps resolve any problems with treatment if requested to do so by the staff member
- Maintains regular contact with the staff member
- Ensures work practices are safe for returning staff member
- Assists with identifying accommodations
- Assists with analyzing the demands of each job task

Staff Member

- Gets and follows the appropriate medical treatment
- Provides updates about their progress, including information about his/her functional ability to perform the job
- Provides his/her health care provider with the return-to-work information

Health care provider(s), union/workplace representative(s) and health and safety professional(s) may also participate in the process, if needed.

Step 3. Develop a return-to-work plan

After identifying the most appropriate accommodation, safety considerations and any transitional measures, capture the details in a written plan.

Depending on circumstances, the staff member may:

- return to the original position
- return to the original position with accommodation(s) on a temporary or permanent basis
- return to an alternate position on a temporary or permanent basis

The return-to-work plan will be attached to the staff member's individual accommodation plan.

Step 4. Implement, monitor, and update the plan

After implementing the return-to-work plan, the staff member and manager will monitor and review the plan regularly to ensure that it remains effective. If the accommodation is no longer appropriate, they will reassess the situation (step 2) and update the plan.