

Medical Workplace Accommodation Request – Application Kit (ERFP)

Overview and Eligibility:

Pursuant to Peel Policy and existing Operating Procedures;

Policy # 23 and http://inet.peelschools.org/departments/diroff/policies/policy_23.pdf;

Policy # 59 and http://inet.peelschools.org/departments/diroff/policies/policy_59.htm;

Operating Procedure HRS # 42 http://inet.peelschools.org/departments/sch-serv/ops/hrs/hrs_42.htm.

The Peel District School Board has an Abilities Management Office to assist employees in the management of disability related and return to work issues. Transitional accommodations and supports will be considered, as required, to help facilitate a safe and timely return to work. The Peel Abilities Office is available during this time to assist you in the required administrative processes, and the resources that may be available to you. It exists to:

- ✓ Ensure employees receive the right support at the right time;
- ✓ Encourage a healthy, timely, and safe return to work;
- ✓ Assess early accommodation potential; and
- ✓ Reduce the financial impact on a workplace absence and ensure while an employee is absent the student learning environment is not negatively impacted.

NOTE: If you are injured while in the course of your work duties and receive health care and/or are absent from work. Please report to your Immediate Supervisor immediately to complete an Accident Investigation Report.

http://inet.peelschools.org/departments/humres/forms/accident_investigation_form.asp

Forms: (Employee Responsibility)

Should you require workplace accommodations, please have your physician complete the Abilities Form/Satisfactory Medical Documentation outlining your abilities/limitations and restrictions.

The Board will reimburse employee for any costs associated for obtaining the Abilities Form/Satisfactory Medical Documentation. **Please submit your receipt with your completed Abilities Form/Satisfactory Medical Documentation.** Please submit the receipt for any costs that you require reimbursement with your Abilities Form/Satisfactory Medical Documentation. The reimbursement process will be processed in accordance with the standard Financial Services Expense and Mileage claims. The Abilities Representative will look after processing your reimbursement through to Financial Services. Please be advised the reimbursement period could take up to a maximum of 4 weeks from the date Abilities Management office is provided with a copy of the receipt.

Options for submitting your information to Peel Abilities Office: Confidential Fax: 905-890-0485 **OR** Scan/Email: abilities.office@peelsb.com.

Assessment of Claims: (Abilities, Wellness and Attendance Responsibility)

Upon receipt of your Abilities Form/Satisfactory Medical Documentation you will be contacted by an Abilities Officer to review your accommodation request and facilitate an early and safe return to work/stay-at-work plan with the appropriate workplace parties OR discuss next steps with respect to supporting your illness/injury.

*Privacy: The Peel Abilities Officers are required to protect the privacy of employee's personal information, to treat all medical documentation collected as confidential and to protect such information from improper and unauthorized disclosure.

Claim Decision Communication Plan: (Abilities, Wellness and Attendance Responsibility)

All efforts will be made by the Abilities Officer/Designate to communicate all claim decisions verbally and in writing to your Peel District School Board email within a week of receipt to the Abilities Office. All workplace accommodations will be documented by the Abilities Office for all the workplace parties. All communication will be communicated to you through your Peel District School Board email account.

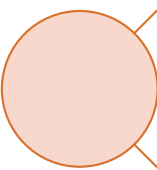
Please submit the completed Abilities Form/Satisfactory Medical Documentation to the Abilities Office:

Confidential Fax: 905-890-0485 or Scan/Email abilities.office@peelsb.com

Employee is responsible for any charge made for the completion of the Abilities Form/Satisfactory Medical Documentation

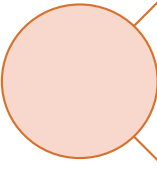
Peel Employee Accommodation Application Check List

- Suffer from a health condition and require a workplace accommodation to remain at work?
- Currently on a medical leave and feel you are able to return to work in a graduated, modified, part-time, transitional capacity?



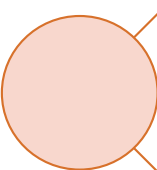
If you are working - Advise your Immediate Supervisor that you are initiating a Workplace Accommodation Request to the Peel Abilities Office. Proceed with contacting the Abilities Office.

If on a medical leave of absence - communicate with your Abilities Officer that you would like to explore if workplace accommodations are available.



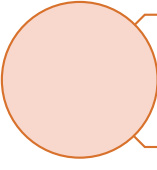
The Abilities Form is available to access through:

- Self-Service Vista Portal under FORMS
- Abilities, Wellness and Attendance webpage
- Send an email to abilities.office@peelsb.com

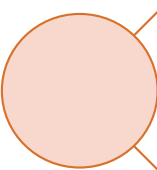


Visit your physician and ensure the Abilities Form/Satisfactory Medical Documentation.

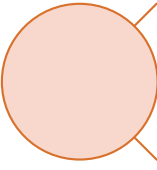
If you are going to encounter delays in obtaining your Abilities Form/Satisfactory Medical Documentation please communicate the delay with the Peel Abilities Office (phone: 905-890-1010 Ext. 2762 or email abilities.office@peelsb.com).



Submit the completed Abilities Form/Satisfactory Medical Documentation to the Abilities Office via; Fax: 905-890-0485 OR Email: abilities.office@peelsb.com



The Abilities Officer will review the completed Abilities Form/Satisfactory Medical Documentation and work with you, your Immediate Supervisor and Union Representative to review/explore accommodation opportunities that may be available to promote early and safe return to work.



Employee Responsibilities: Throughout your claim, you must continue to provide satisfactory medical documentation, actively participate in the abilities-management program, keep your abilities officer informed.

Please submit the completed Abilities Form/Satisfactory Medical Documentation to the Abilities Office:

Confidential Fax: 905-890-0485 or Scan/Email abilities.office@peelsb.com

Employee is responsible for any charge made for the completion of the Abilities Form/Satisfactory Medical Documentation