**RETURN TO WORK/STAY AT WORK PHYSICIAN & COUNSELLOR PLANNING FORM**

**MANAGER GUIDELINES**

You will need to encourage an employee to contact their HR Department and have their physician and/or counsellor complete a *Return to Work/Stay at Work Physician & Counsellor Planning Form* if they:

* Have been off work due to an illness or injury and are ready to return to work on a gradual, modified or full basis; or
* Are working but finding work challenging due to a medical condition or impairment and are seeking a modified work schedule.

The information from the *Return to Work/Stay at Work Physician & Counsellor Planning Form* **WILL**:

* Ensure the employer complies with legal and regulatory standards;
* Facilitate a safe and effective modified work arrangement at the appropriate time;
* Clarify work restrictions and limitations; and/or
* Help substantiate the requested modified work schedule

The information from the *Return to Work/Stay at Work Physician & Counsellor Planning Form* **WILL NOT**:

* Break patient confidentiality; or
* Discuss personal diagnostic details of the injury or medical condition but focuses on the employee’s prognosis for recovery and ability to return to or stay at work.
  + The medical well-being of an employee is a private matter and all related documentation will be kept strictly confidential and separate from their personnel file.

The *Return to Work/Stay at Work Physician & Counsellor Planning Form* will ask the physician and/or counsellor to determine whether the employee is able to:

* Return to the full duties of their job;
* Return to their job with modified duties; or
* Return to work after a period of time away from the workplace with full or modified duties and the expected date of their return.

**STEPS:**

1. Have your employee contact the HR Department to obtain a *Return to Work/Stay at Work Physician & Counsellor Planning Form* for their physician and/or counsellor to complete.
2. The HR Department will review the *Return to Work/Stay at Work Physician & Counsellor Planning Form* with the employee and provide them with a copy to give to their physician and/or counsellor.
3. The employee will need to:
4. Sign the *Return to Work/Stay at Work Physician & Counsellor Planning Form* indicating their consent to have their physician and/or counsellor complete the form;
5. Book an appointment with their physician and/or counsellor to discuss their work request; and
6. Request that their physician and/or counsellor completes and then faxes the *Return to Work/Stay at Work Physician & Counsellor Planning Form* to the HR Department.

**NOTE:**

It is the responsibility of the physician and/or counsellor to complete and fax the *Return to Work/Stay at Work Physician & Counsellor Planning Form.* **NO HAND-DELIVERED FORMS WILL BE ACCEPTED.**