

What is the purpose of having my treating healthcare practitioner complete the APR?

This information provided is for the purpose of:

- Substantiating your absence due to illness or injury and/or eligibility for sick benefits;
- Determining temporary modifications related to your current abilities and/or;
- The need for any accommodations in your workplace.

Who reviews my APR?

The Abilities Case Management Specialist (ACMS) will review the APR. The OHSW Nurse and/or the OHSW Manager may also review APR information if applicable.

Where is my APR kept?

All medical and personal health information will be maintained in Occupational Health, Safety and Wellness in accordance with the *Personal Health Information Act*, the *Occupational Health and Safety Act* and any other applicable legislative requirements. For more information related to the confidentiality of health information, please see Policy 5.A.040- Confidentiality of Employee Health Information.

What information is shared from my APR?

By signing the employee consent portion of the APR, you are giving permission to the ACMS to share the following information with your Manager, Human Resources, and Union, if applicable:

Fitness to return to full regular duties or modified duties, functional abilities, whether the medical information supports your absence, and expected return to work date.

Please note the ACMS will not share further information without the employee's written consent or unless required by a Court of Law.

What is the definition of total disability?

The definition of total disability (as per HOODIP sick benefits plan) is physical or mental impairment that renders the patient "unable, due to injury or illness, to perform the regular duties pertaining to the occupation in which s/he participated immediately before becoming disabled."

Modified Work

Your functional abilities (i.e. physical and/or cognitive abilities) will be reviewed and compared to the physical and/or cognitive demands of your job. If you are unable to perform the essential

duties of your job, modified work that is suitable and available may be offered to you for a period of time (typically 2 - 4 weeks in duration). Please note that modified work must be progressive in nature and have a specified end date.

Will there be a request for additional medical?

If the APR does not support your return to full duties, the ACMS will request that you be reassessed, and a follow up APR be completed. The ACMS will advise you of the date that the subsequent APR is required. The date that a new APR is required will be based on the previous medical information received and the expected recovery timelines associated with the nature of the injury/illness.

Will more information beyond my APR be requested?

If the APR does not provide sufficient information to support your absence, additional questions may be provided to you to bring to their treating health care professional for completion.

The APR is the initial report from the health care practitioner. The longer or more complex an illness or injury is, the more information we may need to seek. Thus, you may be provided with additional questions for your health care practitioner to complete if deemed necessary by the ACMS. Please note that we do not ask for any information that is beyond what is legally allowed.

What if I don't provide the medical when requested?

The absence will be deemed unsupported. Sick benefits may not be paid to full time employees.

Who needs to have an APR completed?

All full-time, part-time, and casual employees are required to have an APR completed.

When do I need to provide an APR?

You will need to provide an APR in the following circumstances:

- When you are absent from work for three or more consecutive shifts;
- Upon request by your manager;
- Upon request by the ACMS;
- To support the need for a medically supported accommodation; and/or

- For every absence if you are on Step 3 or 4 of the Attendance Support Program.

Please note, if you have sustained a workplace injury/illness and require health care treatment, your treating health care practitioner must complete a WSIB Health Professional's Report (Form 8); Not an APR. This form is available to your Health Care Professional from the WSIB's website.

How will I know if/when my APR has been adjudicated and if it supports my absence and/or sick benefits?

Once the ACMS receives and reviews the APR, you will receive a telephone call from the ACMS advising you of whether your absence is supported. Additionally, the ACMS will send a follow up email to your workplace email.

How will my manager be informed?

You are responsible for notifying your manager, the Human Resources Scheduling Office if applicable, and the unit you were scheduled to work on of your absence from work, as per policy 3.B.10 Absence from Work or Work Area.

The ACMS will email your manager, payroll, and scheduling office, if applicable, informing them of the following:

- The date your absence commenced;
- Whether the medical supports your absence and/or sick benefits;
- The date capable of returning to work and/or reassessment date;
- Whether the absence is deemed exempt from the Attendance Support Program.

How do I report a communicable illness?

If you are experiencing symptoms of a communicable illness (e.g. diarrhea, fever, uncontrolled cough, etc.), you must contact the OHSW Nurse on your first day of absence to report your symptoms, as per policy 3.B.10 Absence from Work or Work Area. The OHSW Nurse can be reached at cholme@prhc.on.ca

Will my sick time impact my pay?

If you are a part-time employee, you receive pay in lieu of benefits on your regular pay. If you are a full-time employee, the process is as follows:

On your third consecutive sick day, your payroll coding will be changed to unpaid until your Manager and/or Labour Relations Assistant receives an email from the ACMS stating that medical has been received that is sufficient to support payment of sick benefits. If the medical is not received until after bi-weekly payroll cut-off (The Monday of the pay week) you will receive your sick pay on your next pay. In extenuating circumstances, a cheque covering the amount of sick benefits may be provided to the employee before the next pay period. Employees are responsible for contacting their manager to discuss payroll related questions.

When can I come back to work?

If you have been off for an extended period of time and/or have physical and/or cognitive restrictions, you should be in communication with the ACMS to determine any information requirements prior to returning to work.

What is required to have my sick time exempt from the Attendance Support Program (ASP)?

When medical is provided, the ACMS will review the employee's completed APR and determine whether the employee's absence is deemed exempt from the ASP. Exemptions are as follows:

Catastrophic Event Exemption refers to a sudden unplanned tragic medical event beyond an employee's control and supported by substantiated medical (e.g. cancer, stroke, heart attack).

Surgical Intervention Exemption refers to essential surgical interventions beyond an employee's control requiring hospitalization and supported by substantiated medical.

Additional exemptions may apply as per the employee's collective agreement (example: chronic condition exemption).

You are responsible for ensuring your APR contains the necessary information for the ACMS to determine if the absence is exempt from the ASP. A completed APR is required for absences of three or more days; however, if you would like your absences of less than three days to be considered for exemption, you must provide an Attending Practitioner Report for review. The ACMS will notify the employee's Manager if an employee's absence is deemed exempt. Note: most of the collective agreements have a definition of 'serious illness' in them. This definition is used in relation to the ability to convert pre-planned vacation time to sick time. The same definition is not used in relation to the Attendance Support Program.

Casts and Splints at work:

Before an employee who is required to wear a cast or splint returns to the workplace, their ability to perform the essential duties of their job and infection control and health and safety risks must be assessed. If an employee is required to wear a cast or splint on their upper extremity, his/her ability to perform proper hand hygiene and their functional abilities (e.g., lifting, carrying, holding, gripping, etc.) need to be assessed in relation to the requirements of their job.

If an employee is required to wear a cast or splint on their lower extremity, his/her functional abilities (e.g., walking, standing, etc.) and ability to don the necessary personal protective equipment (i.e. steel toed boots) if necessary, needs to be assessed in relation to the

requirements of their job. Additionally, slip, trip and fall hazards in the workplace will need to be assessed in order to avoid placing employees at an increased risk of injury.

If the employee is unable perform the essential duties of their job, s/he may be required to stay off work until the cast or splint is removed. In all cases, suitable and available work will be reviewed in an attempt to accommodate the employee.

Employees are responsible for notifying the ACMS before returning to the workplace, so that an assessment can be made.