

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 418
SECTION:	RELATIONS		
PROCEDURE:	MEDICAL EXAMINATIONS		

BACKGROUND

The Division, in its commitment to provide the best possible educational services to the children in its schools, and realizing that the good health of all of its employees is essential to the provision of high quality services, may at any time require medical examination of its employees, as provided for in this administrative procedure.

PROCEDURES

1. An employee who is absent due to illness for five (5) or more consecutive working days shall be required to submit a Verification of Sickness Form. All such absence due to illness shall be reported immediately to the Superintendent of Education by the Principal or immediate supervisor. Teachers will be required to complete Form 7-1 Verification of Sickness – Practitioner's Report and non-teaching staff will be required to complete Form 418.1 Verification of Sickness – Practitioner's Report.
2. The direct supervisor may require an employee to produce a Verification of Sickness Form for absences less than five (5) as deemed necessary.
3. The Division may require a medical certificate from an employee if it considers that the employee may not be in adequate physical or mental health to fully discharge his/her duties as specified in the applicable role description. Such action will be taken in full consideration of the Division Employee Attendance Support Program and Provincial Collective Bargaining Agreement. The required medical examination shall be carried out by a medical practitioner designated by the Division and shall be at the Division's expense.
4. Employees who suffer an incapacitating condition may be required to provide the Superintendent of Education with a medical certificate from a qualified practitioner prior to their return to work certifying that they will be able to perform their duties; such statement may be referred to a Division appointed physician for advice, at Division expense.
5. The Division may authorize the appointment of a physician and advisors who shall be available to the school system as required, at Division expense.
6. The Superintendent of Education is responsible for the monitoring of sick leave procedures and will provide such reports as may be required.
7. The request for documentation in support of an employee's absence may be made by the Superintendent of Education or designate.

8. All employee medical certificates shall be retained in a separate medical information file by the Superintendent of Education.

Reference: Sections 85, 87, 108, 109 Education Act
 Labor Standards Act
 Local Authority Freedom of Information and Protection of Privacy Act
 Provincial Collective Bargaining Agreement

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