

MEDICAL LEAVE PROCESS
DUE TO INJURY/ILLNESS

Our Human Resources team is here to support you during your absence and help you return to work safely. The following forms will help guide you in the event that you have an injury or illness that requires you to be absent from the workplace.

The district’s Employee & Family Assistance Program provider, [Homewood Health](#), offers a collection of resources to support your health and wellness and is completely confidential.

Time off work	Form required	Notes/AMS Entries
0-9 days off work	No form required, unless requested by supervisor	Employee responsible for AMS ‘sick’ entries and connecting with their supervisor
10-19 days off work	Doctors note required	- HR team will connect with employee via telephone to offer support and request Doctor note be provided - Employee responsible for AMS ‘sick’ entries - Support Staff are referred to Joint Early Intervention Services (JEIS). The program offers supports during absence which may include access to medical specialists, treatment, and diagnostic tests, such as an MRI to help you recover and return to work safely
20 or more days off work	Medical Certificate for Full Medical Leave	Employee makes AMS ‘sick’ entries until form is received in HR and then HR will take over absence entries and place employee on Full Medical Leave
Ability to Work with Limitations - reduced days/ hours - modified duties - workplace medical accommodation items	Medical Certificate for Ability to Work With Limitations	- Employee makes AMS ‘sick’ entries until form is received in HR and then HR will take over absence entries and place employee on Partial Medical Leave - If you require an ergonomic assessment and workplace medical accommodation items, please refer to the Workplace Medical Accommodation Request
Ability to Return to Work without Limitations - post surgery - return to full regular duties	Medical Certificate for Ability to Work Without Limitations	- Any employee who has been off work for a full or partial medical leave will be required to submit a medical certificate for ability to work without limitations prior to returning to full regular duties.

**All medical forms/doctors notes are to be forwarded to HRA@SD71.bc.ca.*