

#104457

GBGAC  
GBGAC-E

**Employee Absences (Illness)**  
**Process Overview**

The following outlines the process for dealing with employee absences due to illness. Not all steps would necessarily be used with each employee and depending on the circumstances further information may be required.

**A. Short Term (i.e. Daily) Absence**

(Administrative responsibility – Supervisor)

- i. Employee contacts Supervisor/Principal to advise he/she is ill and will not be at work.
- ii. **Further Information Necessary**  
Eg. Pattern/frequency of absence  
MD certificate vague or inconsistent  
Other information received
- iii. **Medical Information Required**
  - 1. Physician has examined the patient.
  - 2. Patient has or did have a medical condition that required absence from work.
  - 3. Patient is receiving and participating in treatment.
  - 4. Anticipated return to full duties at work.

**B. Extended Absence**

(Administrative responsibility – Assistant Superintendent and/or the appropriate Human Resources contact)

- i. Employee expects to be off work for a lengthy period.
- ii. Depending on individual circumstances some or all of the following medical information will be required:
  - 1. Physician has examined the patient.
  - 2. Patient has or did have a medical condition that requires absence from work.

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3. Patient is receiving and participating in treatment/recovery plan.
4. Anticipated return to work to full duties.
5. Prognosis/anticipated duration of illness.
6. Any restrictions/modifications to workplace or duties that are anticipated to be necessary in order to return the employee to work at an earlier date.

APPROVED August 25, 2004;  
AFFIRMED September 28, 2004 Motion 20-03-04  
Former OP 24021

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