



**Policy: Return to Work Policy**  
**Policy Number: GK**  
**Policy Type: Personnel**

**Background:**

This Return to Work (RTW) Policy is designed for employees who have suffered an injury or illness and aims to safely return employees to employment at the earliest possible date following an injury or illness. This policy applies to regular full-time and part-time employees, and will be followed whenever appropriate, and is designed to meet the requirements of Manitoba's *Human Rights Code* (1996) and Workers' Compensation Act.

**Policy:**

Hanover School Division recognizes that our employees are our most important assets. As such, we are committed to providing a safe and healthy workplace. In the event of an accident in the workplace, all employees are expected to report the incident to their supervisors/managers/administrators immediately. Should the injury cause the employee to require substantial time away from work, or create a disability that restricts their ability to work, the employee will be expected to return to work as soon as it is safe to do so, under the guidelines of this Hanover School Division Return to Work Procedure.

In accordance with legislative and Division requirements, it is mandatory that all employees participate in the RTW program. It is also mandatory that all employees who are covered by Workers' Compensation legislation and sustain a work-related injury report the incident in accordance with Hanover School Division protocol and Workers' Compensation Board directives. Teachers are not covered by WCB legislation but must still report their injuries to their Administrators as per policy.

In any employee absence that exceeds ten (10) working days and is related to an injury sustained under the employ of Hanover School Division, the employee shall be required to advise Hanover School Division as soon as possible to begin the process of implementing the RTW Procedure.

A RTW program for an employee may be initiated at the request of the employee, the employer, the employee's attending physician, a WCB case manager or a short-term/long-term disability case manager from the employee benefits program.

Each RTW program will be designed by the employer working within the specific physical and mental limitations of the employee, with the employee's attending physician or with the requisite disability case manager. Each RTW program will be created on a case-by-case basis, and will be contingent on the specific medical limitations.

Hanover School Division's RTW policy respects the employee's dignity and places the highest possible importance on maintaining the privacy of employee personal and health information. Data collected to assist with developing a safe return to work plan for the employee is done so in compliance with the *Freedom of Information and Protection of Privacy Act (1996)* and the *Personal Information Protection Act (2004)*.

**Guidelines:**

For information on the Return to Work process, refer to the Administrative Procedure: P-GKA Return to Work Procedure

Date Policy Created:	June 28th, 2018
Date of last Review:	NEW
Reference(s):	<ul style="list-style-type: none"> <li>● The Workers' Compensation Act of Manitoba</li> <li>● The Manitoba Human Rights Code</li> <li>● Administrative Procedures – P-GDA – Reasonable Accommodations Procedure</li> <li>● Administrative Procedure P-GKA – Return to Work Procedure</li> <li>● Administrative Procedures – P-GJA – Fit For Duty Procedure</li>   <li>● HSD Policy GJ – Fit For Duty Policy</li> <li>● HSD Policy GD – Reasonable Accommodation Policy;</li> </ul>
Related Forms:	