

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Illness/Injury Accommodation	Code: HS015
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PURPOSE:

The purpose of this policy is to keep a written medical record on file, when an employee requires accommodation to his/her schedule due to medical reasons. The policy will clarify the type and duration of accommodation required.

PROCEDURE:

- 1 If an employee requests a scheduling change due to medical reasons, an Avenue II Functional Abilities Form, must be fully completed by a qualified medical practitioner.
 - 1.1 The Manager will provide the employee with the form and once completed must be returned to the Manager, before accommodation can be made.
- 2 If an employee has a schedule which accommodates an ongoing medical condition, an Avenue II Functional Abilities Form must be completed at least every two years by a qualified medical practitioner.
 - 2.1 The Manager will provide the employee with the form and a date by which the form must be completed. The completed form must be returned to the Manager by the required date.

Avenue II will reimburse the cost of having the form completed. A receipt must be provided in order to receive reimbursement.