



Return to Work Support Program

Knowing what you need to do when you are ill or injured.

The Staff of the Non-Public Funds,
Canadian Forces



From time to time we all may experience an illness, injury, or surgery that is severe enough to interfere with what we can do for several days or even weeks. We know both Employees and Supervisors need support and help during these times.

To provide this help we have a **Return to Work Support Program (RTWSP)** through Canada Life / Morneau Shepell.

When you are absent from work due to a non-work related illness, injury or surgery greater than 5 consecutive working days, your case is referred to the RTWSP. The Case Manager oversees approval of your paid sick leave and provides support for your recovery and return to work.

Program Steps:

1. As soon as your absence is expected to exceed 5 consecutive working days, obtain the Employee Information Package including Employee and Attending Physician Statements.
2. A Case Manager contacts you to discuss the RTWSP.
3. Using the Attending Physician Statement, the Case Manager will determine your eligibility for paid sick leave and the best way to support your recovery and return to work. All medical information is confidential.
4. The Case Manager works with you, your Employer and your Physician to determine a return to work date and any required additional support.
5. Additional support might include:
 - Consultation with your Physician;
 - Independent evaluations;
 - Meeting with your Employer;
 - Referral to counselling.

Employee Checklist:

- Contact your Supervisor before your scheduled start-time with:
 - ✓ reason for your absence
 - ✓ your contact information
 - ✓ your expected or changed return to work date.
- If you cannot contact your Supervisor, ensure that someone calls on your behalf and includes all the above information.
- Obtain the Employee Information Package and book a Physician's appointment for no later than the 6th day of absence to complete the Attending Physician Statement.
- Expect a call from the Case Manager.
- Return the completed Employee and Attending Physician Statements as soon as possible but no later than the 10th consecutive working day absence.

Remember – It is your responsibility to pay fees associated with completing RTWSP medical forms. Approval of your paid sick leave depends on the forms being completed and returned on time.

Be prepared and know your responsibilities.

If you have any questions or require further information regarding the RTWSP, contact your local Human Resources office at:

