

# Medical

## Background

The Division, in its commitment to provide the best possible educational services to the children in its schools, and realizing that the good health of all of its employees is essential to the provision of superior services, may at any time require medical examination of its employees, as provided for in this administrative procedure.

## Procedures

1. The Division may require a medical certificate from an employee if it considers that the employee may not be in adequate physical or mental health to fully discharge his/her duties as specified in the applicable role description. Such action will be taken in full consideration of the Division Employee Assistance Program.

The Division may require a further or additional medical examination. The required medical examination shall be carried out by a medical practitioner designated by the Division and shall be at Division expense.

In relation to teacher employees, such action is in keeping with the Provincial Collective Bargaining Agreement, relative to the payment of benefits.

2. The Division may authorize the appointment of medical examiners and advisors who shall be available to the school system as required, from time to time and be engaged at Division expense.
3. A teacher who is absent due to illness for three (3) or more consecutive working days is required to submit a **Form 7-1 Verification of Sickness – Practitioner’s Report** of the Provincial Collective Bargaining Agreement-Appendix D verifying the illness; non-teaching staff will submit Form 411-1; all such absence due to illness shall be reported immediately to the Superintendent of Human Resources by the Principal or immediate supervisor. The Division may require further or additional medical information. Any cost associated with obtaining the required forms by either teaching or non-teaching staff will be reimbursed by the division.
4. Employees who suffer an incapacitating condition are required to provide the Superintendent of Human Resources with a statement from a qualified medical practitioner prior to their return to work certifying that they will be able to perform their duties; such statement may be referred to a Division appointed medical examiner for advice, at Division expense.
5. As per the Provincial Collective Agreement it is expected teaching staff will schedule medical, dental and optical appointments in such a way as to minimize the period of absence. (Article 7.4)
6. As per Terms and Conditions of employment for non-teaching staff, employees will schedule routine medical, dental and optical appointments to minimize the period of absence. (Terms and Conditions, Section 8)

7. The Superintendent of Human Resources is responsible for the monitoring of sick leave procedures and will provide such reports as may be required from time to time.
8. The request for documentation in support of an employee's absence may be made by the Superintendent of Human Resources or designate.
9. All employee medical certificates shall be retained in the employee's personnel file.
10. All employee absence shall be reported to the Superintendent of Human Resources or designate using the appropriate form.

Related: Form 411-1 Medical Report (non-teaching staff)

Reference: Sections 85, 87, 108, 109 Education Act  
Labor Standards Act  
Local Authority Freedom of Information and Protection of Privacy Act  
Provincial Collective Bargaining Agreement  
[Terms and Conditions for non-teaching staff](#)