

## **MEDICAL EXAMINATIONS**

### **Background**

The Division is committed to the provision of safe, caring and healthy work and learning environments. To this end, the Division may, from time-to-time, require documentation related to the medical fitness of employees to work.

The Assistant Superintendent, Employee Services is responsible for administration of this administrative procedure.

### **Procedures**

#### **1. Employment Medical**

- 1.1 All new employees shall complete a declaration attesting to their medical fitness to work.
- 1.2 In the following specified positions, the Division requires that a medical shall be completed by a physician of the prospective employee's choice, at the prospective employee's expense before assuming employment:
  - 1.2.1 Bus drivers.
  - 1.2.2 Facility Services Crew.
  - 1.2.3 Mechanics

#### **2. Sick Leave Medicals**

- 2.1 All employees shall submit a medical certificate to the Assistant Superintendent, Employee Services for any absence due to illness, which exceeds five (5) consecutive working days.
- 2.2 The provision of a medical certificate prepared by a Division approved physician may be required in the following circumstances:
  - 2.2.1 An employee whose illness extends for a period of over two (2) weeks;
  - 2.2.2 An employee who has been on long term sick leave at Division expense, or under the provisions of Extended Disability Insurance or Workers' Compensation, prior to returning to work;
  - 2.2.3 An employee's health or frequency of absenteeism has become a cause for concern.

Reference: Relevant Legislation & Guidelines