



# SCHOOL DISTRICT #49 (CENTRAL COAST)

## Administrative Procedures Manual

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### Administrative Procedure: H-6 Medical Certificates and related documents

Date: June 14, 2023

#### 1. Purpose

The purpose for which the medical certificate information will be used may include establishing eligibility for benefits, fitness to work, accommodation requirements, etc. Failure to provide timely consent may affect the employee's eligibility for sick leave benefits.

#### 2. Approved medical certificate

If an employee has exceeded their sick leave allowance, a medical certificate signed by a duly qualified medical practitioner may be requested by the school principal, the Superintendent of Schools or their delegate.

For any absence exceeding five days, a **district medical certificate** completed by a duly qualified medical practitioner may be requested by the school principal, the Superintendent of Schools, or their delegate.

An employee returning from an extended leave of absence due to health or other related matters, may be required to provide a district medical certificate before returning to work.

A workplace accommodation request will require completion of a district medical certificate by a duly qualified medical practitioner.

The medical certificate utilized by the district will contain a section for employee's written consent for the completion of the form.

#### 3. Protection of medical certificates and related documents

Although such information forms part of the personnel record, medical certificates and related documents shall be maintained at a higher level of security by being stored in a discrete file or sealed in a separate, sealed envelope within the personnel file.

Access to and use of employee medical certificates and related documents shall be limited to those individuals who have responsibility to manage health related absences, to administer benefits and related sick leave, disability or income replacement programs.