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Purpose: To allow employees of the Library who return to work from illness, injury, or short or long-term disability, a planned approach to minimize barriers so that employees can return to work in a safe and timely manner without risk to their health or the health of others. Notwithstanding any other provision in this Policy, the obligations of the Banff Public Library Board, or the employee will not exceed the point of undue hardship.

1. Definitions

- 1.1. *Alternate Work*: a permanent placement offered to ill/injured employees, or those with diminished capacity, when it is medically determined that the employee will not return to their own position.
- 1.2. *Modified Work*: interim work offered to recovering employees, or those experiencing diminished capacity, when it is medically foreseen that the employee will return to their own position. Generally, this will not exceed six (6) months.

2. Responsibilities

- 2.1 The employee shall:
 - 2.1.1 Utilize sick benefits as outlined in **HR 2** Section 4.6 “Sick Leave”.
 - 2.1.2 Advise the Library Director of an illness/injury or diminished capacity prior to returning to work.
 - 2.1.3 Submit medical documentation when necessary or required by the disability management policy.
- 2.2 The Library Director shall:
 - 2.1.2 Maintain regular contact with any ill/injured employee during their period of absence.
 - 2.1.3 Understand, and help to ensure that all employees understand, the disability management policy.
 - 2.1.4 Help returning employees find suitable work within the Library, as required, to the extent that it will not provide undue hardship on existing staff functions and resources.

3. Application

- 3.1 Applicable for any full time library staff that has been previously employed at the Library for more than 90 consecutive days.
- 3.2 Applicable to part-time staff on a case-by-case basis, upon the sole discretion of the Library Director.

4.0 Process

- 4.1 A variety of steps must be taken to ensure a safe and positive return to work for employees who have experienced an illness/injury which may impact their ability to return to their pre-illness/injury duties. The Library Director is to speak about processes and expectations with the employee prior to start.
- 4.2 Employees returning from illness/injury must have the required forms completed by their attending health care provider(s) showing their ability to return to their pre-illness/injury job and outlining any required job restrictions.



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- 4.3 Opportunities for job adaptation or modified work are applied where possible to assist the employee to safely return to work. Special devices or equipment that adapt the job to the employee's capabilities may be considered.
- 4.4 Whenever there is the likelihood that an employee will not be able to return to their own job, the Library Director will explore available alternate work options suitable to the employee's capabilities.
- 4.5 The Library Director will attempt to provide alternate work of a comparable skill and salary. The Library Directory will not create new positions for the purpose of accommodating an employee, but shall make every effort to place the employee in a position comparable in both skill and salary level to the employee's pre-disability job.