

<b>Section:</b> Accessibility	<b>Subsection:</b> Employment	<b>Policy Number:</b> ACC - 112
<b>Subject:</b>  <b>Return to Work Process (Non-work Related Disabilities)</b>		<b>Effective Date:</b>  January 2016
<b>Standard:</b>  ADOA	<b>Authority:</b>	<b>Review June 2016: November 2023</b>
		<b>Page 1 of 2</b>

**Purpose:**

Belvedere Heights is committed to assisting employees in returning to work following an absence due to non-work related disability. The purpose of this policy is outline the steps Belvedere will take to facilitate the return to work of employees who are absent because of a non-work related disability. This policy should be read and applied in conjunction with the Accommodation Policy. This policy does not apply to employees returning to work after a work-related injury or disability. This policy will not replacement or override any other return to work process related to WSIB or created under any other statute. Generally, the return to work process will apply as followings:

**Step 1: Initiate the Return to Work Process.** The return to work process is initiated when an employee takes a leave of absence due to a disability. During the employee’s leave of absence, the employee and manager should remain in occasional contact, with the employee’s consent. The frequency of contact between the manager and employee may vary from one situation to another due to uniqueness of each situation.

**Step 2: Assess Needs and Develop an Accommodation Plan.** When it has been determined that an employee is able to return to work, the parties will determine whether any accommodation is required to assist the employee in returning to work. Belvedere may ask for relevant documentation to assist in determining an employee’s ability to return to work and the employee’s abilities/restrictions in the workplace. If the employee requires disability-related accommodation to return to work the parties will also follow the Accommodation Policy and develop and individual Accommodation Plan. If the employee has no residual functional limitations, he or she will return to his or her regular position with no accommodation required.

**Return to Work Process (Non-work Related Disabilities)**

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- If the employee has temporary functional limitations, the parties will consider a temporary modified job with accommodation, or an alternative temporary position. The parties will also complete an individualized accommodation plan under the Accommodation Policy.
- If the employee has lasting functional limitations, the parties will consider whether the employee can return to his or her regular position with accommodation or be reassigned to another position. The parties will also complete an individualized accommodation plan under the Accommodation Policy.

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Authorized Signing Authority

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Date

<b>Subject:</b>	<b>Policy Number:</b>	<b>Page 2 of 2</b>
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