**Return to work/stay at work physician and counsellor planning form**

[INSERT ORGANIZATION LOGO HERE]

**Manager Guidelines**

You will need to encourage an employee to contact their HR Department and have their physician and/or counsellor complete a Return to Work/Stay at Work Physician and Counsellor Planning Form if they:

* Have been off work due to an illness or injury and are ready to return to work on a gradual, modified or full basis, or;
* Are working, but finding work challenging due to a medical condition or impairment and are seeking a modified work schedule.

The information from the Return to Work/Stay at Work Physician and Counsellor Planning Form **WILL:**

* Ensure the employer complies with legal and regulatory standards;
* Facilitate a safe and effective modified work arrangement at the appropriate time;
* Clarify work restrictions and limitations; and/or
* Help substantiate the requested modified work schedule

The information from the Return to Work/Stay at Work Physician and Counsellor Planning Form **WILL NOT:**

* Break patient confidentiality; or
* Discuss personal diagnostic details of the injury or medical condition, but focuses on the employee’s prognosis for recovery and ability to return to or stay at work.
  + The medical well-being of an employee is a private matter and all related documentation will be kept strictly confidential and separate from their personnel file.

The Return to Work/Stay at Work Physician and Counsellor Planning Form will ask the physician and/or counsellor to evaluate whether the employee is able to:

* Return to the full duties of their job;
* Return to their job with modified duties; or
* Return to work after a period of time away from the workplace with full or modified duties and identify the expected date of their return.

**Steps:**

1. Have your employee contact the HR Department to obtain a Return to Work/Stay at Work Physician and Counsellor Planning Form for their physician and/or counsellor to complete.
2. The HR Department will review the Return to Work/Stay at Work Physician and Counsellor Planning Form with the employee and provide them with a copy to give to their physician and/or counsellor.
3. The employee will need to:
   1. Sign the Return to Work/Stay at Work Physician and Counsellor Planning Form indicating their consent to have their physician and/or counsellor complete the form;
   2. Book an appointment with their physician and/or counsellor to discuss their work request and deliver; and
   3. Request the Return to Work/Stay at Work Physician and Counsellor Planning Form.
   4. Request that your physician and/or counsellor completed and them faxes the Return to Work/Stay at Work Physician and Counsellor Planning Form to the HR Department.

**NOTE:** It is the responsibility of the physician and/or counsellor to complete and fax the Return to Work/Stay at Work Physician and Counsellor Planning Form. **No hand-delivered forms will be accepted.**