



## Preliminary

On March 31, 2014 the early intervention program for illness or injury became mandatory.

### Paragraph 27.8 of the 2014-2019 Collective Agreement states:

- ❖ The Employer will provide a Long-Term Disability plan. (Memorandum of Agreement #5)

### Paragraph 5 of Memorandum #5 States:

- ❖ The plan will include an 'early intervention' program. Enrollment in the early intervention program will be mandatory.

Disability Management Institute (DMI) is our early intervention service provider.

DMI offers a wide range of programs and services designed to reduce the impact of injuries and illness to both the individuals involved and the employer.

It is the responsibility of DMI to support the employee to return to their regular full duties safely after an absence of 5 days or more due to illness or injury.

## Eligibility

All union staff who are enrolled in the agency benefit program are required to participate in the Early Intervention Program.

Staff who are not eligible for the SACL benefit package (casual staff or permanent staff posted into a position of less than 20 hours per week), and are not enrolled in the Early Intervention Program will coordinate medical absences directly with their Services Manager.

## Policy

Any regular full-time staff, part-time staff, or employees who are filling temporary vacancies who are enrolled in our benefit plan will be required to participate in the mandatory early intervention program. Enrollment and participation in the program are to be done in a timely manner.

Any eligible employee who is absent from work, or scheduled to be absent from work for more than 5 days due to injury or illness will be automatically enrolled in the Early Intervention Program with DMI by the SACL early intervention coordinator.

Once an employee has been enrolled with DMI, all correspondence regarding their absence is to be between the employee and DMI. DMI, in turn will update SACL as appropriate. Once DMI confirms that an employee may safely return to regular full duties, SACL will then contact the employee to



facilitate the return to work process. Any employee contacting SACL while on medical leave and registered with DMI, will be referred back to DMI. SACL will not accept physicians' notes directly from employees while the employee is registered with DMI.

**NOTE: Any staff member who is absent for 5 working days or more must provide 2 weeks' notice of return to work to facilitate article 15.5(a) of the collective agreement, requiring the employer to post the staff schedule 14 calendar days in advance. However if applicable and in alignment with the operational needs of SACL, the returning employee may be called in to fill shifts as needed (in accordance with seniority requirements) until their regularly scheduled shift resumes.**

**If the physicians note specifically indicates a return to full duties date, that note can be accepted as the return to work date. No follow-up confirmation will be required unless the medical leave is extended prior to the return date.**

Commented [MC1]: Added as per discussion

## Procedure

A representative from DMI will contact the injured or ill employee to help determine the most effective treatments available to reduce the time it takes to recover and return to a healthy, productive life at work and at home. Depending on the circumstances of the injury or sickness, the employee will receive assistance to support their recovery and eventual return to work, or proceed towards applying for long term disability benefits if applicable.

Timely communication and compliance with the DMI Representative is mandatory, including the provision of requested medical information from your doctor. Medical details provided to DMI is confidential, and not shared with SACL, but is used to help determine the best return to work action plan for both employee and employer.

Please note that DMI representatives keep regular office hours. When submitting required information or responding to DMI phone/email messages, anything that is not submitted prior to 3 pm will not be reviewed until the next business day. DMI representatives do not work weekends or statutory holidays. This is an important note to consider to ensure your return to work is processed as quickly and efficiently as possible.

Once the collaboration between the staff member and DMI is complete, and DMI informs SACL that the employee is cleared to return to work, SACL will contact the employee to facilitate their return.

SACL will do it's best to facilitate gradual return to work requests, however, due to operational requirements, we cannot offer accommodation for shorter shifts, only less days per week (E.G. work regular scheduled shift Monday, Wednesday & Friday for the employees first week of return to work, and gradually increase days worked until employee is back to their full schedule).



**Shuswap Association  
for Community Living**

## **Human Resources Mandatory Early Intervention Program**

Implemented: November 7, 2014

Amended: January 21, 2021 Deleted: 11

Approved: January 21, 2021

**SACL cannot facilitate a return to work without clearance from DMI to confirm that the staff member can safely return to their regular full duties.**

Non-compliance with participation and meeting DMI submission deadlines may lead to interruption of sick leave payment, you may be deemed to be on an unpaid leave of absence and you may no longer be covered by the health and welfare benefits under the Collective Agreement.

Non-compliance will be forwarded to the national union representative to assist staff with requirements of compliance.

Failure to return to work when DMI deems an employee cleared to do so can lead to disciplinary action, up to and including dismissal.

**Note:** *If you have questions or concerns regarding the provision of information to DMI, please contact your Union Representative for clarification*

**Deleted:** Non-compliance with the mandatory plan, or failure to return to work when DMI deems an employee cleared to do so can lead to disciplinary action, up to and including suspension of ill time, and disbursement, and dismissal.

**Commented [MC4]:** Compliance – national rep with union. To assist staff with requirements of compliance



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As explained during our telephone conversation, and in our letter of (Date), the Community Social Services Early Intervention Program (CSSEIP) is a confidential program that is fully supported by your union and your employer.

You were advised that your participation in this program is mandatory, in accordance with the provisions of your Collective Agreement. To date, we have not yet received the requested medical information.

This is confirmation that your CSSEIP file has been closed and we will advise your employer accordingly. We wish to advise you that your non-participation in the CSSEIP or your failure to provide sufficient medical evidence supporting your illness/injury may jeopardize your entitlement to Long Term Disability (LTD). Please note that you are required to provide complete medical documentation regarding your illness/injury and be under the care of a qualified physician from the date of your disability and throughout the six-month waiting period and beyond, in order to qualify for LTD.

We are not involved in labour relations issues although your Employer may follow up, as necessary, to address any labour relations issues.

Until you provide the requested medical documentation to substantiate both participation in the CSSEIP and payment of sick leave, you may be deemed to be on an unpaid leave of absence and you may no longer be covered by the health and welfare benefits under the Collective Agreement.

Please do not hesitate to call me at 604-542-3649 ext. XXX or toll free at 1-866-963-9995.

Yours truly,

Indi

CSSEIP Service Provider  
Community Social Services Early Intervention Program

cc: Agency Representative  
Name of Union Representative in letter  
CSSBA Representative  
CSSEA Representative