

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION D: STAFF AND VOLUNTEERS**

Appendix 'B1'

Return to Work Plan Template

Date:	
Employee Name:	
WSIB Claim #:	Date of injury:
Position:	Hours of work:
Location(s):	Principal/Supervisor: Phone #:
Areas to be assigned:	

Employee's medical restrictions/precautions as per _____
dated _____:

List General Areas of Responsibility in Headings #1 through #4 or add more. List specific duties below General Areas of Responsibility	Job Match (Check if assigned)		Accommodation, including equipment provided
	Yes	No	
#1:			
#2:			
#3:			

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
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Appendix 'B2'

Return to Work Plan Template (Continued)

List General Areas of Responsibility in Headings #1 through #4 or add more. List specific duties below General Areas of Responsibility	Job Match (Check if assigned)		Accommodation, including equipment provided
	Yes	No	
#4:			

Date of Return to Work: _____

Hours of Work each week: (include detailed description of modified hours)

Additional Comments and equipment provided:

Follow-up meeting date: _____

To the employee: We are pleased that you are returning to work following your injury. This assignment has been designed to accommodate your limitations as you are reintegrated back into the workplace. We ask your cooperation in the following:

1. If you are experiencing any problems with assigned tasks, please inform your Principal/Supervisor.
2. If you are asked by a fellow employee to perform a task, which you are not medically capable of doing, explain your limitations and refrain from doing it. Any further discussion should involve your Principal/Supervisor.

Please be informed:

Section 43(7)(b) of the Workplace Safety & Insurance Act states that “the Board (Workplace Safety & Insurance Board) may reduce or suspend payments to the worker during any period when the worker is not co-operating in his or her early and safe return to work”.

Signed: _____ (Employee)	Date: _____
_____ (Principal/Supervisor)	

Cc. WSIB Employee Union/Association Principal /Supervisor r