

## Guidelines for employees who are enrolled in disability management services and on a return to work plan.

<b>Guideline</b>	<b>Employee Action</b>	<b>Reason</b>
<b><i>Complete the Enhanced Disability Management Program (EDMP) form or the Excluded staff consent form.</i></b>	Sign and submit this form prior to returning to work, if not already completed.	This helps the disability management team understand how they can best support you. This is also required if potential service referrals are needed.
<b><i>Take micro breaks.</i></b>	Take micro breaks (5 minutes or less) frequently. These breaks should be taken in addition to your regular lunch and coffee breaks.	To assist you with managing your rehabilitation in the workplace
<b><i>Arrive early for your first shift back to work.</i></b>	Arrive at least five minutes early for your first return to work shift.	Provides extra time to get reconnected with your manager/supervisor/patient care coordinator/residential care coordinator and meet your buddy, if applicable.
<b><i>Record your attendance.</i></b>	Ensure you sign in/out, if applicable to your situation.	Provides a record of your attendance while on the return to work plan.
<b><i>Do not stay at work longer than the hours in your plan.</i></b>	Do not add time to the end of your shift in order to make up for any extra breaks you took. Ensure you are leaving on time as per your work plan.	Gradually re-introducing yourself to the workplace will help you recover faster.
<b><i>Inform the appropriate contacts if you need to miss a return to work shift.</i></b>	Call EARL, your disability management team member and, if applicable, your WorkSafeBC contact.  If needed, visit your treatment provider or physician to obtain an update on your status.	Ensure your rehabilitation team is kept up-to-date on your recovery.  Keep your treatment team informed of any struggles you may be facing so they can identify areas to help you.
<b><i>Inform the appropriate contacts if you need to leave your return to work shift early.</i></b>	Call EARL, your disability management team member and, if applicable, your WorkSafeBC contact.  If needed, visit your treatment provider or physician to obtain an update on your status.	Ensure your rehabilitation team is kept up-to-date on your recovery.  Keep your treatment team informed of any struggles you may be facing so they can identify areas to help you.
<b><i>Schedule appointments outside of your return to work plan hours.</i></b>	Try to schedule appointments around your return to work plan, if possible.  Options to move days/hours of your plan may be possible, if required. Contact your disability management team member if you have a conflict.	To support your rehabilitation in the workplace, engagement in all the hours of the plan is most beneficial.
<b><i>Allow your supernumerary (work buddy) to assist you as you need. Do not push yourself past your current abilities.</i></b>	Only engage in tasks that you are medically cleared to do and ensure you have access to a buddy who can step in at any time to assist you and or cover you when you take your micro breaks.	Gradually re-introducing yourself to the workplace will help you recover faster.

<p><b><i>Complete your progress sheets.</i></b></p>	<p>Complete these sheets at the end of each day and submit them at the end of each week to your supervisor/manager and disability management team member, as per your return to work plan. Note: Your supervisor's signature is not needed to submit to disability management.</p>	<p>Your weekly updates let your support team know how you are progressing. As the majority of your support team may not be at your site every day to see how you are doing, this is an important form of communication.</p>
<p><b><i>If you are struggling, tell your disability management team member.</i></b></p>	<p>Update your disability management team member if you are struggling. Share your struggles as they happen, do not wait.</p> <p>Make note of challenges and issues in your progress sheets and if you have any significant issues, call or email your disability management team member right away.</p>	<p>Keep the disability management team aware of any concerns you have so that adjustments can be made right away.</p>
<p><b><i>If requesting an extension to your return to work plan, obtain an objective medical statement.</i></b></p>	<p>Obtain an objective medical statement and submit to your disability management team member for review as well as your WorkSafeBC contact (if applicable).</p> <p>Provide your disability management team member with timely updates following any medical appointments.</p>	<p>An objective medical statement helps the disability management team understand why your physician /treatment provider is requesting an extension to the return to work plan or a change in treatment plan and helps us determine what adjustments may be needed to your return to work plan.</p>