



## AP 409 – MEDICAL CERTIFICATES - STAFF

### BACKGROUND

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Saskatoon Public Schools shall require medical examinations of its staff as provided in these procedures.

### PROCEDURES

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1. The division shall retain an external medical advisor(s) as required.
2. The Superintendent of Human Resources or designate may require a medical certificate from an employee if, at any time, he/she considers that the employee may not be in adequate physical or mental health to fully discharge his/her duties.
3. An employee who is absent due to illness for fewer than 5 consecutive working days may be required to submit a medical certificate verifying the illness.
4. An employee who is absent due to illness for 5 or more consecutive working days shall be required to submit a medical certificate verifying the illness; all such absence due to illness shall be reported immediately to the Human Resources Section by the Principal or immediate supervisor.
5. Employees who suffer an incapacitating condition which results in an absence of five (5) days shall provide the Human Resources Section with a statement from a qualified medical practitioner prior to their return to work certifying that they will be able to perform their duties;
6. The Superintendent of Human Resources shall be responsible for the monitoring of sick leave procedures and shall provide such reports as may be required from time to time.
7. The request for documentation in support of an employee's absence may be made by the Superintendent of Human Resources or an employee's immediate supervisor.
8. All employee medical certificates shall be retained in a separate confidential folder within the employee's personnel file. No medical certificates should be retained by the employee's immediate supervisor.
9. All employee absence shall be reported to the Human Resources Section using the division's automated dispatch system.

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