**Administrative Procedure 405**

## MEDICAL EXAMINATIONS

**Background**

The Division is committed to the provision of safe, caring and healthy work and learning environments. To this end, the Division may, from time-to-time, require documentation related to the medical fitness of employees to work.

The Assistant Superintendent, Employee Services is responsible for administration of this administrative procedure.

**Procedures**

1. Employment Medical
   1. All new employees shall complete a declaration attesting to their medical fitness to work.
   2. In the following specified positions, the Division requires that a medical shall be completed by a physician of the prospective employee’s choice, at the prospective employee’s expense before assuming employment:
      1. Bus drivers.
      2. Facility Services Crew.
      3. Mechanics
2. Sick Leave Medicals
   1. All employees shall submit a medical certificate to the Assistant Superintendent, Employee Services for any absence due to illness, which exceeds five (5) consecutive working days.
   2. The provision of a medical certificate prepared by a Division approved physician may be required in the following circumstances:
      1. An employee whose illness extends for a period of over two (2) weeks;
      2. An employee who has been on long term sick leave at Division expense, or under the provisions of Extended Disability Insurance or Workers' Compensation, prior to returning to work;
      3. An employee's health or frequency of absenteeism has become a cause for concern.

Reference: Relevant Legislation & Guidelines