



Return to Work Program

A union representative will attend these meetings with you.

Dear member,

As your union representative, I'd like to highlight some important points regarding the potential impact of the Return to Work Program.

You have been scheduled for a Return to Work meeting. It will be attended by your Manager, your Union Representative and a representative from Human Resources acting as a Health and Abilities Consultant.

The goal is to have you return to work able to complete the Essential Duties of your job. There may be modifications put in place which may include reduction in working hours, modified duties or the use of assistive devices. This will be dictated by documentation received from your health care providers in the form of an Attending Physicians Report (APR) or a Functional Abilities Form (FAF). During your meeting your medical or health situation should not be discussed or raised by your manager as this is private health information.

A Return to Work plan typically lasts from 4 to 8 weeks with the expectation that you are progressing towards full hours and full duties. Sometimes this timeline can be extended as needed. And in some cases the plan may be suspended in order that you may further recover before returning to work. During your transitional work plan, you will be asked to complete a duty log to communicate your return to work experience and allow for changes to the plan if needed. You may be scheduled above baseline staffing (extra) or incorporated into the regular staffing complement depending on your abilities and restrictions.

Your union representatives will help you navigate this process. Additional information and resources are available on our website at www.opseulocal215.com. Please do not hesitate to contact a union representative or myself with any questions.

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