

# Instructions for ST02 – Doctor's Certificate

The attached form is designed to:

- ensure the supervisor is provided with guidance regarding the employee's limitations, restrictions and prognosis
- transmit the diagnostic information (Part 2) directly, and solely to the Occupational Health Programs Branch

Wherever operationally possible, supervisors will identify modified duties that meet the employee's limitations to provide early, safe, modified return to work opportunities.

## Supervisor's Responsibility

Supervisors are responsible for approving STIIP leaves for their employees. The attached form ST02 may be used to obtain medical evidence of an employee's inability to work in any of the following circumstances:

1. where it appears that a pattern of consistent or frequent absence of work is developing;
2. where the employee has been absent for six consecutive scheduled days of work;
3. where at least 30 days have elapsed since the last statement was obtained and the employee has been in receipt of plan benefits throughout that period.

Where an employee has provided satisfactory evidence for a particular absence due to medical disability, it is not appropriate for the supervisor to require further ST02s other than as detailed in (3) above.

Where the employer requires further information, guidance derived from Part 2 will be obtained from Occupational Health Programs. Release of this information will be consistent with the signed ST02 authorization.

Following this review, it may be appropriate and reasonable for the supervisor to pose specific questions of the employee's physician. Such questions will be in writing and shall be provided to the physician through the employee.

## Employee Responsibility

Employees are responsible for reporting absences due to injury or illness to their supervisor. Employees are responsible for providing evidence of medical disability through their physician so the supervisor will be able to properly assess whether an employee is unable to work because of illness or injury.

Completion of the employee authorization is necessary for community physicians to complete the form, and for Occupational Health Programs to provide non-diagnostic guidance to the supervisor.

## Physician's Responsibilities

Part B of the ST02 must clearly state the physical/mental limitations impacting the employee's ability to perform their job. This does not require detailing the actual diagnosis in Part B. It does require detailing the physical/mental limitations and restrictions resulting from that diagnosis. Further information may be required including the expected return to work date (where applicable), and whether a follow-up treatment program is required.

When the doctor's certificate states vague physical concerns, such as "employee is sick" or "employee is unable to work", the supervisor will not be able to make a determination of eligibility for STIIP benefits. Clear statements of the physical/mental limitations and restrictions will greatly assist in facilitating positive outcomes, for example "employee is unable to bend at the knees" in situations where there is a requirement to lift 20 pound boxes or "employee cannot concentrate and is unable to drive" when driving is required as part of the job duties.

## General

If supervisors or employees have questions related to the completion of this form, they can call their Human Resource Consultant for advice. Such advice is recommended prior to posing questions to a community physician.

Further information can be found in Appendix 4 of the Collective Agreement.