

## Absence Notification due to Sick Reasons - Process

### What do I do if I am sick, and cannot attend my next scheduled shift,

- Between the hours of 0700 and 1700
  - Call the Staffing Office at ext. 6155, and
  - Call your Manager
    - Leave a message if you are unable to connect with your manager
- Between the hours of 1700 and 0700
  - Call Clinical Resource at ext. 6820, and
  - Call your Manager
    - Leave a message if you are unable to connect with your manager

If your sick leave is more than three (3) days, you are required to provide medical documentation.

The Abilities Management Coordinator will follow up with employees who have called in absent or sick for their scheduled shift.

### What do I do if I get sick while at work?

- Notify your Supervisor/Manager that you are feeling sick and formulate a plan for the remainder of your shift. If you end up going home, make sure to sign out.
- If you end up going home, contact the Staffing Office and advise them you are going home sick, and the time you are leaving.

### If you need to seek medical attention while at work:

- Notify your Supervisor/Manager that you need to seek medical attention, then sign out
- Report to the Emergency Department and follow the triage process
  - If you can return to work, advise the Triage Nurse or Registration Clerk that you will return to your area of work, and that they may contact you via cell phone when it is your turn for assessment
  - If you are unable to return to work, please remain in the Emergency Department and notify your Supervisor/Manager that you are unable to return to work.

### What if I get injured while at work?

- Notify your Supervisor/Manager of your injury and seek medical attention if required
- Contact Kevin Heideman, WSIB Coordinator at ext. 7204 and leave a message
- Complete a RIMS report through Citrix
- If you seek medical attention, ask for a copy of the “Form 8 Health Professional’s Report” and provide a copy to the WSIB Coordinator
- Plan to attend your next scheduled shift as modified duties can be provided

**Contact Occupational Health at ext. 8200 if you have any of the following:**

- Fever – you must be 24-hours fever free before returning to work
- Respiratory Symptoms – you must be 24-hours with symptom improvement before returning to work
- Gastrointestinal Symptoms – you must be 48-hour symptom free before returning to work
- Communicable Diseases – contact Occupational Health ext. 7202 or 7204 for further direction

**Occupational Health may contact any staff involved in a possible exposure, please respond to their call for further direction and for your safety.**