



**CAMP NORTHLAND**  
**Return to Work Policy**

*Updated June 2024*

# RETURN TO WORK POLICY

At Camp Northland, we are committed to supporting employees who have been absent from work due to a non-work-related disability and who require an accommodation in order to return to work. Therefore, Camp Northland has put in place the following RTW process to facilitate an employee's safe and timely return to work.

## Step 1. Initiate the Return-to-Work Process

- The employee reports her need for a disability leave to her supervisor
- Information is sent to the RTW Coordinator, i.e. Camp Director, or his designate (Simon Wolle, 905-881-0081, [simon@campnbb.com](mailto:simon@campnbb.com))

## Step 2. Make and Maintain Contact With the Employee on Leave

RTW Coordinator/Camp Director, or his designate

- Maintains regular contact with the employee, with the employee's consent
- Provides the employee with RTW information
- Helps resolve any problems with treatment, if asked to by the employee
- Monitors the employee's progress until employee is fit for work

Employee:

- Gets and follows the appropriate medical treatment
- Updates the RTW coordinator about her progress
- Gives the health care provider the RTW information

Manager:

- Ensures work practices are safe for returning employee
- Assists RTW coordinator with identifying accommodations
- Assists RTW coordinator with analyzing the demands of each job task

Health care provider:

- Provides appropriate and effective treatment to the employee
- Provides required information on the employee's functional abilities, if requested

## Step 3. Develop a Return-To-Work Plan

- The employee, the RTW coordinator, and the health care provider (if needed) collaborate to develop a formal RTW plan, which is included in the employee's individual accommodation plan, if applicable:
  - if the employee has no residual functional limitations, she returns to her regular position with no accommodation required

- if the employee has temporary functional limitations, she returns to a temporarily modified work environment with accommodation, or to an alternative transitional position
- if the employee has lasting functional limitations, she returns to work with permanent accommodations or is permanently reassigned to another position
- plan includes administrative information, such as time codes, or information about how the RTW may impact pay

**Step 4. Monitor and Evaluate the Return-to-Work Process**

- The employee, supervisor, and RTW coordinator monitor and review the RTW process regularly until it has been completed
- If the employee encounters challenges, the RTW plan is modified to overcome these challenges