

# Mawson Lakes School - OSHC

## Policy Statement on Staff Rehabilitation

*The Mawson Lakes School OSHC Service wishes to support staff members who become ill or injured and need to return to work on a gradual or modified basis. This policy aims to assist ill or injured staff to return to work in a way that meets both their needs and the needs of the Service.*

### **HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)**

This policy only applies to injuries that are **not** work related. Work related injuries are covered by workers compensation rehabilitation provisions.

- Staff recovering from illness or injury may ask to return to work gradually or with modified duties, under a rehabilitation program.
- The Director/Nominated Supervisor, will be responsible for deciding if a rehabilitation program can be arranged and for managing the program.
- If the Director/Nominated Supervisor, believes that a rehabilitation program is viable for the service, then s/he and the staff member will jointly discuss and develop a program which will:
  - be based on detailed medical advice about hours and acceptable duties.
  - detail the duties to be performed and the hours of attendance.
  - contain agreed goals and time-frames.
  - have regular review dates.
- The Director/Nominated Supervisor, will consult with the educator in the affected work area to determine whether or not the program could work with their support.
- Depending on the complexity of the situation, the Director/Nominated Supervisor, may seek expert advice from a rehabilitation consultant, physiotherapist, or other treating practitioner.
- If the program is likely to result in significant extra cost to the Service, the Director/Nominated Supervisor, should seek management body approval before commencing.
- A permanent staff member on a rehabilitation program will be entitled to sick leave for the hours that s/he is not working, as long as these are covered by a medical certificate.
- If at any stage of the program the educator appears to be unfit for the duties, the Director/Nominated Supervisor, may request the staff member to visit

her/his doctor for a reassessment of her/his capacity for work. The Director/Nominated Supervisor may require a medical certificate verifying the staff member's fitness before allowing her/him to resume duties.

- The Director/Nominated Supervisor, and the educator should review the program regularly in joint discussions. They should amend it if progress is different from earlier expectations.
- A rehabilitation program can only work with a commitment from both the Service and the staff member. If the educator does not honour her/his commitment to the program, the Director/Nominated Supervisor, may cancel the program and allow the staff member to return to work only when s/he is fit for full duties. If the staff member believes that the Service is not honouring its commitment to the program s/he should use the grievance procedures.