

## **ANNOUNCEMENT - EFFECTIVE MARCH 1, 2014**

### **Disability Management Program (Sick Time/Short-Term Disability)**

Mohawk College is very pleased to announce the introduction of our Disability Management Program. This program is supported by Morneau Shepell, one of Canada's leading providers of services that help employees and employers manage health and wellness.

At Mohawk College we recognize that our success depends on you. Having employees who are healthy and able to fulfill their duties is important in realizing our organizational goals. Occasionally, an illness or injury is severe enough to interfere with the ability to attend work. Mohawk College recognizes that employees may require additional support during a period of illness or injury and has addressed this need through the establishment of a formalized **Disability Management Program**.

By partnering with Morneau Shepell, our Disability Management Program offers us an innovative and comprehensive approach to disability management that provides optimal support to our ill or injured employees to help them recover and stay connected to the workplace. This includes identification of health issues and coordination of treatment and supports to address all possible factors that may be preventing employees from successfully returning to work.

Some of the key services that Morneau Shepell can provide include:

- Professional support from experienced Morneau Shepell Case Managers who are knowledgeable about available resources to assist employees dealing with mental, social and physical health issues;
- Support and care for the employee's specific condition and situation;
- An objective, consistent and completely confidential approach to disability management;
- Respect for the employee's abilities and recognition of any limitation(s) that might exist in light of illness or injury; and
- Involvement of the employee's family doctor or specialist in the disability management process to best support the employee.

When an employee's absence from work due to an illness or injury is greater than **5** consecutive days, Morneau Shepell will be notified and their Case Manager will contact the employee, initiating the steps required to determine whether the absence is medically supported and thereby eligible for benefits coverage. Morneau Shepell will also assist in managing situations relating to ongoing, sporadic absences.

We encourage all employees to take the time to read the "Disability Management Program – Guide for Mohawk College Managers and Employees" which is posted on MoCoMotion (Human Resource Tab). The guide outlines the criteria for receiving payment for sick/short-term disability benefits, how the program works, and the roles and responsibilities relating to the program.