

	POLICY	
	HR-117 Return to Service	
	Original Date	Revision Date
	April 1 2021	

Policy

Members that become incapacitated to safely perform their duties as a result of a physical, mental or emotional condition, an accident, injury or addiction must immediately advise their Station Leader and request a leave of absence.

Prior to returning to active service following the above noted conditions or events a member must provide the Station Leader with proof of wellness issued by a health care professional.

Reasons for Policy

The purpose of this policy is ensuring that members no longer capable of safely performing their duties are provided with an avenue to take a leave of absence (LOA). The LOA is designed to remove both the risk of further aggravating the members impairment and for the protection of other personnel, vessels and equipment.

Definitions

Incapacity-a physical, mental or emotional condition including an accident, injury or addiction that impairs a member's ability to safely carry out the duties required of them.

Member-for the purposes of this policy member refers to Station based personnel.

Guidelines

1. A member that can no longer safely perform their duties as a result of an incapacity must immediately perform their Station Leader and request a LOA.
2. The Station Leader upon receipt of a request will grant the member an LOA.
3. The Station Leader will advise the Manager of Operations of the LOA.
4. Throughout the LOA the Stational Leader will periodically check in with the member as to how they are progressing.

5. When a member is fit to return to service the member must provide the Station Leader with proof of wellness to safely resume their duties.
6. The proof of wellness must be provided by a health care professional who has been advised of the nature of the members duties.
7. Should the member be cleared for a return to service the Station Leader will notify the Manager of Operations of same.

Note: In the absence of acceptable proof of wellness RCMSAR may request the member to undergo an independent medical assessment.

Note: To assist with the proof of wellness a member may use the Medical Clearance-Return to Service Form (Attached).