



## HUMAN RESOURCES

<b>Subject</b>	<b><u>BCGEU SUPPORT STAFF JOINT EARLY INTERVENTION PROGRAM (JEIP)</u></b>		
<b>Procedure Section</b>	<b>10 Leaves</b>		
<b>No.</b>	10.35		
<b>Exempt Employment Policy References</b>			
<b>Collective Agreement References</b>	Support	Article 52 (Sick Leave Provisions) LOU #7 (Central Sick Leave Bank) Letter of Agreed Operating Principles LOU Schedule "1" Post-Secondary Early Intervention Program	
<b>Forms &amp; Other Reference Material</b>	MyOkanagan.bc.ca > Employee > Administrative Functions > Employees > <u>My Leave Balances (ELMS)</u> HR Procedure 10.30 Joint Early Intervention Program Document Abilities Management Access Program Document		
<b>Status of Approval</b>	Approved	02-October-2014	Margo Kendal

### **PREAMBLE:**

The Support Staff Joint Early Intervention Program (JEIP) is a confidential program that was developed from LOU Schedule "1" of the 2010-2014 Support Staff Compensation Template Table and fully supported by Okanagan College and BCGEU Support Staff. The Joint Rehabilitation Committee (JRC) comprised of union and employer representatives are responsible for the administration of the JEIP. Manulife is the provider of the proactive service for the JEIP through the Abilities Management Access Program (AMA) for absences of 5 or more consecutive working days and for patterns of absenteeism. The service provides absence assessment, case management, treatment facilitation and return to work facilitation. This procedure is supported in conjunction with Procedure 10.30 Sick Leave – Reporting of Absences.

### **PROCEDURE:**

1. When it is anticipated that an employee's sick leave will result in an extended absence in excess of five (5) consecutive days or if there is a pattern of absenteeism, the supervisor will contact the Pension & Benefits Coordinator in Human Resources to ensure that the appropriate documentation is completed.
2. The JRC member will contact the employee by telephone to describe the JEIP and the College's sick leave protocol. If the employee is not returning to work within the next 3 days, the AMA program is initiated as part of the JEIP.
3. Human Resources provides the AMA forms and JEIP information to the employee and notifies the JRC.

4. The employee and his/her physician complete and forward the AMA forms directly to Manulife. The Pension & Benefits Coordinator completes the AMA Employer form and provides the relevant job description to Manulife. The employee is contacted by Manulife as part of managing the absence through the AMA program. Manulife advises Human Resources whether the absence is medically supported, the expected duration of the leave, and the return to work date when known. The return to work plan may include a graduated return to work plan and any recommendations as part of a successful return to work plan. The Pension & Benefits Coordinator will coordinate the employee's return to work with all stakeholders.
  
5. The JRC and Manulife will maintain communication with the employee during their absence and their return to work.

See related HR Procedure 10.30 [Sick Leave – Reporting of Absences]