

Workplace Accommodation

A workplace or employment accommodation is an arrangement between you and your manager that allows you to keep working despite circumstances beyond your control. If you need an accommodation, including when you are returning to work after an illness or injury, you must speak to your manager, and provide additional information about your accommodate needs.

In Ontario you can request a workplace accommodation for any of the following reasons as established by the Ontario Human Right Code:

Race	Ancestry	Record of Offences	Place of Origin
Colour	Marital Status	Ethnic Origin	Citizenship
Family Status	Creed	Sex	Disability
Sexual Orientation	Gender Identity	Gender Expression	Age

The most common request for a workplace accommodation is on the basis of disability. Disability is defined broadly to include almost any health condition which may affect your full capacity to work.

If you require accommodation for your disability, you must provide your manager with a written description from a qualified medical practitioner. The description should include your limitations and restrictions in performing the essential duties of your job.

Once you have submitted this information, you and your manager should meet to jointly develop an accommodation plan. The final accommodation plan may not be the best possible accommodation, but it should meet your minimum medical needs and recognize your limitations and restrictions.

You have the right to have an AMAPCEO [Workplace Representative](#) attend any meeting(s) you have with your manager related to the development, implementation and administration of an accommodation plan or a return to work.

Health Information Program (HIP)

Once you have asked your manager to be accommodated, your manager will give you a *Request for Employee Health Information* form. This form should be fully completed to the greatest extent possible by your doctor(s). The form is intended to help your manager better understand your work restrictions and limitations.

In addition to this HIP form, the Employer may provide you with another form, which might include a personalized questionnaire for your doctor(s) to get clarification on your medical

needs, restrictions, and limitations. If this happens, we recommend you connect with a trained AMAPCEO [Workplace Representative](#) for assistance for guidance and advice.

Your doctor and the Employer should not interact directly. As a general rule you should be bringing Employer requests for medical information to your doctor(s) and returning completed forms from your doctor(s) to your manager.

Your Consent to Disclose Health Information

On each of the HIP forms and questionnaires, you will be asked to sign your consent for the disclosure of confidential health information. You have a legal right under the *Occupational Health and Safety Act* to withhold your consent for the Employer to have access to this type of the information. However, if you withhold your consent, your manager may not have enough information on your work limitations and restrictions to provide you with proper workplace accommodations.

Important Note: Your manager is not entitled to ask or receive information that would identify your disability, or would provide the diagnosis of your illness or injury. Rather, your manager should only receive information that indicates your need for accommodation and your current and future work limitations and restrictions.

Payment for Medical Certificates, Questionnaire Responses

Since your manager is requesting that your doctor(s) provide information about your accommodation needs, the Employer should pay for any costs associated with you obtaining such information. Typically a doctor's office can directly invoice the Employer for reimbursement of these costs, however, you may need to pay for a medical note at your doctor's office and then submit a request for reimbursement to your manager.

Return to Work From Illness or Injury

Depending on the length of your absence, the severity of your sickness or injury, and the complexity of your work, your doctor(s) might recommend a gradual return to work based on your medical needs over a period of time. The purpose of a gradual return to work is to ease yourself back into working while preventing further sickness or injury. The process is similar to the development of an accommodation plan as outlined above, and starts with you submitting the appropriate health information to your manager.

Questions?

If you have any questions regarding performance management, please contact a [Workplace Representative](#). A complete list of Workplace Representatives can be found on the AMAPCEO Website at www.amapceo.on.ca. Keep in mind that you are not restricted to a Workplace Representative in your particular ministry.