

Step 3 Instructions

Absence Details





Next >

Identification Information

Forms Activity

Absence Details

Stay at Work/Return to Work
Details

Phase I and II Planning

File Closure/Authorization

Employee Name: [Redacted]



Your employee may have already been off work, or time away in the future may or may not be required. This page will help you keep track of absence details if applicable to this file.

After completing the form click the **Next >** button on the right to proceed. Your information will be saved.

Absence Details

Does/did the employee require time off work? *

Yes No



Absence start date: *

Absence End Date/Next scheduled medical appointment if return to work date unknown: *



Absence Details

Does/did the employee require time off work?*

 Yes No

Absence start date:*

 

Absence End Date/Next scheduled medical appointment if return to work date unknown:*

  

During the employee's absence, remain in regular contact with the employee. This may include telephone calls, email, invites to workplace events, etc.

Is the employee's absence expected to extend longer than 6-8 weeks?*

 Yes No

Go to the dropdown arrow on the right side of the page and then click "Contacting MA Consultant" to send off an email.

Example of email to MA Consultant when requesting advice

Email Example of Step 3

From: itrac@fcdcanada.com [mailto:itrac@fcdcanada.com]

Sent: Friday, May 11, 2018 8:40 AM

To: DHWB PSC [REDACTED]

Subject: Be at Work Case File # 0307

A manager in 033 Ministry has identified concerns with one of their employees regarding an extended medical absence. Contact the manager to obtain further details to assist.

Are there concerns regarding the validity of the duration the Licensed Healthcare Provider has indicated for the leave?*

Yes No



Contact MA Consultant for further advice.

MA Consultant advice:*

Select "notify manager" from the action button to the right of this screen once you have provided your advice.



Amount of calculated sick leave*

Does employee have sufficient sick leave to cover the expected absence?*

Yes No

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