

Policy & Procedure Manual

**EMPLOYEE ILLNESS WHILE AT WORK
SUPERVISOR/SUPERVISOR-ON-CALL
RESPONSIBILITIES – HR-VIII-2**

POLICY:

An employee who becomes ill while at work will contact the Supervisor/Supervisor-on-call. The Supervisor/Supervisor-on-call will discuss the situation and determine appropriate action to be taken.

PURPOSE:

1. To ensure employees receive appropriate support.
2. To ensure that proper protocols are followed.

PROCEDURE:

1. Upon receiving a call from an employee, the Supervisor/Supervisor-on-call will inquire as to the nature of the illness and will determine, in consultation with the employee, whether they should remain at work.
 - a. If the employee advised that they feel this is a serious/life threatening condition, the Supervisor/Supervisor-on-call will call 911 for immediate medical attention. (Note: if 911 is called, an Employee Incident report must be completed.)
or
 - b. Following one-half hour rest (as may be practical), if the employee feels well enough to assume regular duties, the employee will do so.
or
 - c. If the employee remains unable to resume assigned duties, the Supervisor/Supervisor-on-call, in consultation with the employee, will determine if the employee should go home or seek medical attention. The supervisor will document any absence from work hours.

NOTE: The Supervisor/Supervisor-on-call will be responsible for ensuring that relief employees will be called in as required.

POLICY: HR-VIII-2

DEPARTMENT: Human Resources

CATEGORY: Health and Safety - Supervisory Responsibilities

EFFECTIVE DATE: August 2022

SUPERSEDES VERSION DATED: June 2021

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- d. In discussion with the employee, a decision must be made regarding the employee's safest mode of transportation to their home or to seek medical attention. Policy HR-VIII-4 may be followed as required.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Human Resources, Community Services Administration

ORIGINAL POLICY DATE: July 1992

AUTHORIZED BY: Executive Director

SIGNATURE: _____

A handwritten signature in black ink, appearing to be 'L. B. L.', is written over a horizontal line.