

**Policy & Procedure Manual**

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

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**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:** July 2023

**SUPERSEDES VERSION DATED:** August 2022

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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:** Manager, Human Resources

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Human Resources, Supportive Living Services Administration

**ORIGINAL POLICY DATE:** July 1992

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

