

Memo #10

Date: November 17, 2016

To: Executive/Members

From: **Medical; Notification of 11 Days of Sick Leave; Diagnostic Assessment**

Medical Certificate (and its uses)

A change that was the result of negotiations centrally, and which is now part of our Collective Agreement is the process for which teachers notify that they will be off for medically supported reasons and returning to work requiring accommodations.

In the **past**, this sort of communication was between the teacher and the principal, in the form of a medical note. This was then communicated to the Board by the principal. **Now** teachers are **required** to use the Medical Certificate Form (see attached) to document their absence. If a teacher is to be off, they only need to have the first two pages completed. This form is attached to this memo, but it can also be found on our local website.

Another major change is that the principal is not included on the communication of the medical certificate. Instead the certificate is sent to Gord Van Cleef – Disability Management Coordinator. The rationale around this change is that some of the information in the Medical Certificate is private and principals don't need to know this information. All that the principal needs to know is that the teacher will be off – for a specified period of time and it is medically supported.

If you are charged a fee, from your doctor, for having them fill out the form, pay the fee and submit the receipt to Gord Van Cleef for reimbursement.

When a teacher is eligible to Return-to-Work, the Medical Certificate Form may have to be used again if the teacher requires accommodations. In that case, pages 3 and 4 would be filled out. Once accommodations are required, a meeting will be scheduled between the teacher, the principal, Gord and OECTA. This meeting ensures that the teachers accommodations are bona fide, are communicated to the principal, and are agreed to. OECTA ensures the rights of the worker are not violated.

This new practice will take some time to get used to, but teachers are encouraged to contact the Unit Office if they have further questions.

Notification of exhaustion of 11 Days of Sick Leave

Our current collective agreement negotiated centrally provided teachers with 11 sick/medical days paid at 100% of pay and another 120 Short Term Leave and Disability Plan (STLDP) days at 90% of pay. (Sick leave is pro-rated to FTE for permanent teachers). Any remaining unused sick credits, payable at 100% from last year's benefits, will serve as top up for any STLDP absences created at 90%. The top up is automatically applied through payroll until the top up credits expire.

Once you exhaust your 11 days, you will receive an automatic email from Lynn Thompson.

In the email, it will state:

Please note, that if you are off on a sick leave, to forward your medical documentation to Gord Van Clieaf, our Disability Management Coordinator, in order to have your absence shown as medically supported. Any absences not medically supported may be reviewed through the Board's Attendance Support Program.

Teachers do not need to respond to this email. As stated above, the Medical Certificate is to be sent to the Disability Management Coordinator and not the teacher's principal. If teachers have questions or concerns they should contact the Unit Office.

The final line of the email is the most concerning. Please don't feel you have to be at work – even when you are sick - because you feel you may be placed in the Attendance Support Program. As well, please don't respond to the Board and explain your absences, while providing medical history etc. This information is private and should remain private. If you are contacted about your absence history, please contact the Unit Office.

You are only required to provide a medical note if you are absent for 5 or more consecutive days. This is another change in our practice – in the past teachers could only be asked for a sick note if they were off for 3 consecutive days, but not retroactively. In this case, you are **required** to supply a note if absent for 5 or more consecutive days.

Diagnostic Assessment

Teachers are to use their own professional judgment to determine which of the approved diagnostic assessments to use, which students will be assessed, the frequency of use, and the appropriate timing of the use of these assessments. Diagnostic assessments should play an important role in our classrooms and their use needs to continue to direct our teaching and planning. There shall be no arbitrary deadlines for these assessments, however Principal can request that you share with them any assessment data that you have completed, and they can discuss with you regarding your personal diagnostic assessment plan for your classroom. What Principals can't do, is direct a teacher that they must perform specific assessments, for specific students, by a given date, as this would be contrary to the Diagnostic Assessment understanding in our collective agreement.

The Board approved list of diagnostic assessments for this school year is as follows:

Literacy	Numeracy
First Steps Writing	Numeracy Nets
CASI	Leaps and Bounds
PM Benchmarks	ONAP (Ontario Numeracy Assessment Project)
An Observation Survey for Early Literacy Achievement	Gap Closing - Mathematics Ministry Resource
Running Records	

**If you have any concerns, please contact the Unit office at 705-733-9625 or 1 800 558 4815
Thank you for sharing this information with OECTA members.**