



Dear Employee:

Ottawa-Carleton District School Board offers a Early and Safe Return to Work program in accordance with the requirements of the WSIB. This program serves to assist our employees with an early and safe return to work following a work related injury / illness.

Under the legislation, we have an obligation to offer you transitional (modified) duties based on your functional abilities information. You have an equal obligation to cooperate in your timely return to work including having the enclosed 'Functional Abilities Form (FAF), completed in full by your healthcare practitioner. Please return the completed FAF by fax directly to the Wellness team at 613-596-8798 or 613-596-8726 following your appointment or before your next shift.

This letter will serve as confirmation that transitional (modified) work is available immediately, based on your functional capabilities or standard restrictions.

Please be advised, the WSIB may not award benefits when appropriate modified duties are provided and you choose not to participate in early and safe return to work. Once your FAF has been completed and returned, specific modified duties will be assigned.

If you have any questions, please contact your Supervisor.

Sincerely,

Employee Wellness

Employee Wellness & Disability Management
613-596-8250

Fax completed information to Employee Wellness – 613-596-8798 or 613-596-8726



Dear Health Care Professional:

The Ottawa-Carleton District School Board is committed to providing suitable medically supported assistance to our employees in their recovery and safe return to work.

Ottawa-Carleton District School Board (OCDSB) has an Early and Safe Return to Work Program and is willing to provide transitional modified duties and/or modified hours of work, where medically required.

Employees must provide sufficient documentation and assist in the development of a modified work plan, appropriately addressing the employee's abilities and limitations.

The Employee Wellness & Disability Management Division will work with your patient to support and help your patient, our employee, during his/her recovery and return to work.

In order for the OCDSB to establish a safe and suitable modified work plan that is in accordance with the Workplace Safety and Insurance Board requirements, we require the attached Functional Abilities Form to be completed and returned to Employee Wellness as soon as possible. Please fax it to 613-596-8798.

We thank you in advance for your assistance and invite you to contact Employee Wellness at 613-596-8250 should you have any questions.

Sincerely,

Employee Wellness

Employee Wellness & Disability Management
613-596-8250