OSSTF/FEESO

Secondary School Teachers' Federation
Rainbow District 3

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Instructions for Use of the New Abilities Form

There is a Province-wide medical certificate (Abilities Form) that all members will use in order to access sick days for an absence of five days or longer. The Abilities Form will replace all RDSB medical certificates for Secondary Teachers. This standard form is readily available on our website so there will be less confusion regarding the provision of medical documentation to the Board.

It is very important to read Section 1 closely as it will determine how the rest of the form is to be completed. When you are assessed by your doctor, they will determine your suitability to work in one of three ways:

1. Able to work with no restrictions;
2. Able to work with specific restrictions;
3. Unable to work at all.

There are three check boxes in Section 1 where your doctor will indicate their assessment. The selection here will determine which other sections of the form need to be completed. Ensure that the doctor completes only those sections which are required to be completed.

Once completed by your doctor, you must submit your Abilities Form to Kim Little in the Human Resources Department of the RDSB. All of your medical documentation is housed and adjudicated by the RDSB Human Resources Department in a confidential manner agreed to during recent negotiations. All medical notes and information should be sent directly to the RDSB Human Resources and not to your Principal or secretary. Keep a copy of all notes for yourself. All your school will know is which days to call in a supply teacher.

Here is the contact information to submit your Abilities Form to the Human Resources Department:

- Initial contact in the Human Resources Department: Kim Little
- Email: littlek@rainbowschools.ca
- Human Resources phone: (705) 674-3171
- Human Resources confidential fax: (705) 674-0994

If you need any assistance, contact Eric or Sue at OSSTF D3.