



Leader Guide

Non-Occupational Medical Leaves of Absence & Accommodations



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Leader Guide - Medical Leave of Absence (MLOA) & Accommodation

Purpose

To guide leaders in supporting Associates who disclose health-related concerns that may affect their ability to work, and to ensure the appropriate process is followed. The Leader will collaborate with the Associate to gather the information required to submit the claim through the Acclaim Web Portal. This submission initiates the Acclaim Ability process, provides the Associate with the Associate Guide Booklet, and begins the leave procedure or support for accommodation. The leader will support the Associate through the return-to-work process following a medical leave of absence and will modify hours and identify alternative work as required.

Definitions

Who is Acclaim: Acclaim Ability Management is our third-party provider who manages all non-occupational short-term medical leaves and accommodations, as well as our occupational WSIB cases.

What is a Medical Leave of Absence: Associates can take up to 189 days of medically approved and substantiated, non-occupational leave to manage health conditions or recover from illness or injury—without compromising job security or benefits. This process begins after 5 consecutive business days of absence, or immediately in the event of surgery or accident.

What is Medical Accommodation: Associates who can work but require non-occupational medical accommodation can receive immediate duty or schedule adjustments upon presenting a doctor's note. Acclaim then reviews and formalizes the request, providing guidance for any long-term arrangements.

What is an Appeal: If a leave or accommodation request is denied, the Associate has the right to appeal by asking Acclaim to reconsider their decision. In this scenario the Associate may provide additional information.

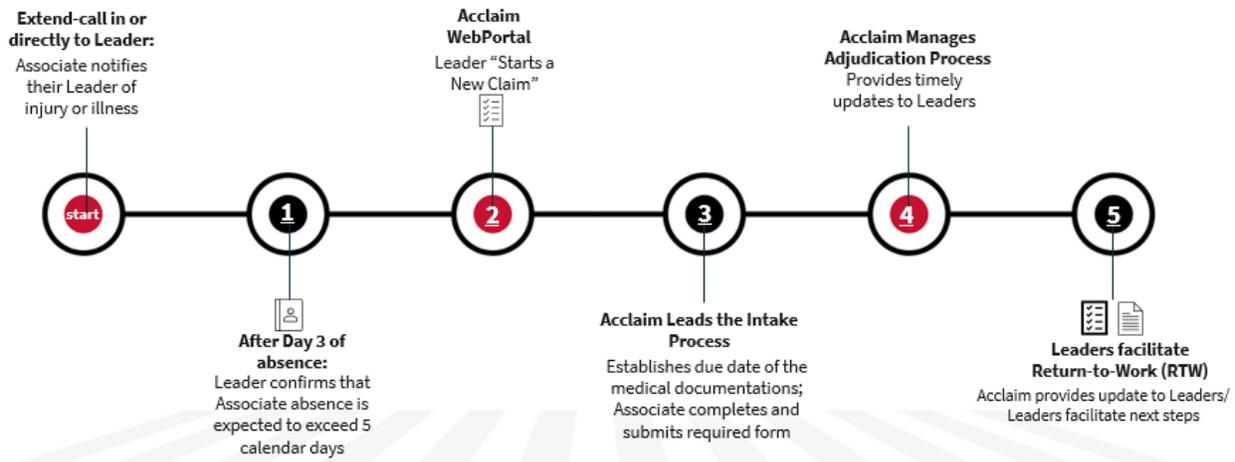


Initiation of MLOA or Accommodation

Below is an overview of the process for Medical Leaves of Absence or Accommodation. Each step is broken down over the next few pages with detailed instructions.

Leading the MLOA Process

A High-Level Overview of the Five Key Phases



Leader Resources Available



= Leader Guide



= MLOA Checklist



= RTW Checklist



= ESRTW Form

Phase One: Start The Conversation

This is a supportive, step-by-step framework to use when an Associate notifies you of a health concern that will impact their ability to work. Also use the **MLOA – Leader Responsibility Checklist** to guide you through this part of the process.

This conversation will be initiated:

- 1) When you are advised of an Associate's future (e.g. scheduled surgery) or immediate absence.
- 2) When you contact an Associate after they have an unexpected absence of more than 3 days to discuss the possible need for extended medical leave.
- 3) An Associate is unexpectedly absent due to an accident or hospitalization (if appropriate)
- 4) When an Associate advises you of a health concern that may result in work accommodation.

Note: When calling an Associate, if they do not answer your call, leave a message with your contact information and call twice more in the next two business days. Make note of the dates and times of your calls. If you still do not get a response, advise your HR Business Partner for further support (include the detailed call information).



Conversation Script

1. Acknowledge & Support

Goal: Create a confidential, safe and empathetic space

Suggested Language:

“Before you go any further, I want you to know that you do not have to share any specific diagnosis or medical information with me, just any impact that your health concern may have on your ability to work.”

“Thank you for sharing with me that you’re experiencing health concerns, I want to make sure you’re supported and aware of the resources available to you.”

2. Clarify Impact on Work

Goal: Confirm that the health concern is affecting their ability to perform work duties and whether it stems from a non-occupational incident.

If the cause of an absence is non-occupational and is due to an accident or surgery, or if it will extend beyond 5 days to manage health conditions or recover from illness or injury, a medical leave of absence is required, and a claim will need to be submitted with Acclaim.

Suggested Language:

“I would like to understand how your health concern is impacting your ability to perform your work duties so I can support you with the next steps. How did it start?”

“I am sorry that you haven’t been well enough to come to work over the past few days. How is your recovery going?”

3. Reassure & Transition to Complete the Intake Form

Goal: Reassure the Associate and explain what you will do next. Collect the Associate’s personal email address and phone number.

Suggested Language:

“From what you’ve shared, it sounds like your health may be affecting your ability to work right now. In these cases, our process involves our third-party adjudicator, Acclaim Ability Management, who works directly with you and your healthcare provider to confirm if a medical leave/accommodation is appropriate. We work with Acclaim so that your medical information remains confidential, and all claims are managed fairly and consistently.”

“While you focus on your health, I will submit a claim with the details of our



*conversation with Acclaim. **I need to verify your personal email address and phone number before I start the claim.***

4. Outline Next Steps and Expectations for the Associate

Goal: Provide clear direction on what the Associate needs to do

Suggested Language:

“Acclaim will contact you directly to initiate the process. They will send you the documents to be completed by your doctor. All medical information that Acclaim obtains during your absence will be kept confidential. You will send the completed documents directly to Acclaim to review, not to me. It is very important to be aware that you are responsible to maintain contact and be responsive when contacted by myself or Acclaim throughout this process to ensure that your claim remains active. You will receive further details about the process and your responsibilities from Acclaim shortly. Do you have any questions?”

Phase Two: Start a New Claim

Criteria for Submitting a Claim

A claim should be submitted for Medical Leave of Absence when:

- The cause of an absence is non-occupational
- An Associate is unable to work due to an accident or surgery
- Or
- An Associate’s absence will extend beyond 5 days to manage health conditions or to recover from illness or injury

A claim should be submitted for Accommodation through this process when:

- The need is not caused by an occurrence that is work-related
- An Associate has expressed an immediate need for accommodation
- Or
- A doctor’s note has been provided to indicate that accommodation is required

Note: If the cause of an absence or accommodation request is occupational or work-related, refer to the WorkSafe Directory.

Submitting the Claim

The Leader must submit a claim online:

- On day 1 if it’s an absence related to an accident or hospitalization
- 2 weeks in advance of a known surgery date



- On day 5 of an absence if extended medical leave is required
- On day 1 if work accommodation is requested

Acclaim’s Web Portal

Steps

1. Login to the Acclaim Web Portal: <https://www.acclaimability.com/start-a-claim>
Username: **TBD**
Password: **TBD**
2. Click on the red button “Start a Claim”, at the top right corner of the page
3. Enter the required information, including type of claim. Select ‘**Medical Monitoring**’ for Medical Leave of Absence or ‘**Work Accommodation**’ for Accommodations. Ensure all mandatory fields are completed.

Information Required to Submit Claim*	
<input type="checkbox"/> Associate Name	<input type="checkbox"/> Department
<input type="checkbox"/> Associate ID	<input type="checkbox"/> Job Title
<input type="checkbox"/> Associate Phone Number	<input type="checkbox"/> Associate Personal Email Address
<input type="checkbox"/> Associate Home Address	<input type="checkbox"/> Associate Date of Birth
<input type="checkbox"/> Associate Date of Hire	<input type="checkbox"/> Name of Supervisor & Manager
<input type="checkbox"/> Last Day Worked	<input type="checkbox"/> First Date of Absence
<input type="checkbox"/> Building Location	<input type="checkbox"/> Regular Hours Worked Per Week

The information above can be found on the **UKG-HRIS home page**

Click on **My Team - My Associates** – Search for and Select Associate

Review: **Associate Summary** page, **Private Info** page (for Date of Birth), and the **Name, Address, and Telephone** page for additional phone numbers such as the cell phone number.

Note: If the contact information you collect from the Associate is different the data in UKG-HRIS, please email hr@napoleon.com to advise HR Shared Services that an update is required.

4. On the screen with the Comments box, enter the Associate’s shift (Days, Afternoons, Nights) in addition to any additional information that you feel is pertinent.
5. Click the “Submit” button to submit the claim.
6. Ensure that you receive the confirmation of receipt from Acclaim which will include the name and contact information of the case manager. Acclaim will also provide you with the MLOA Checklist to guide you through the process.

Acclaim Intake and Adjudication

Phase Three: Intake Process

Once the claim is submitted, Acclaim will complete the initial intake call with the Associate within 1 to 2 business days. They provide the Associate with the forms that their doctor needs to complete,



as well as a guide to support them through the process. All communication from Acclaim will be directed to you. You must monitor the intake process and acknowledge updates promptly and respond to inquiries in a timely manner.

Phase Four: Supporting the Adjudication Process

In this phase, Acclaim is managing the adjudication process, but you still play a role.

Accommodation: During the period that the request is being reviewed by Acclaim, always provide the requested accommodation or alteration to duties or schedule. Acclaim will then provide further direction for longer-term accommodation if approved.

Medical Leave of Absence: the Associate must submit their medical forms to Acclaim by the 14th day of absence. If the forms are not received, the claim may be closed. Acclaim may contact you about providing an extension to the original timelines, usually when the Associate is unable to get a medical appointment within those timelines. Work with your HR Business Partner to determine whether the extension is reasonable or whether an escalation is required.

Throughout the claim process you will receive correspondence from Acclaim with regards to claim status, prognosis for return to work and functional abilities information. Your communication and participation in the program are important and will assist with ensuring effective case management and early and safe return to work is achieved. As the main point of contact for your Associate's claim, **you must respond to Acclaim in a timely manner.**

In addition, if you have any questions throughout this process, or require an update on the status of a claim, reach out to the assigned case manager from Acclaim directly.

While your Associate is on the MLOA, reach out to them periodically. This will show them that you are concerned about their well-being and recovery. This is a general check-in conversation, **do not** turn the discussion towards a return to work timeline.

Suggested Language:

"I am just checking in to see how you are doing and to let you know that I have been thinking about you and hoping that you are progressing well in your recovery."

When the Claim is Denied

When a claim is denied, there are two things that can happen.

1. **The Associate can appeal the decision:** If an MLOA or accommodation request is declined by Acclaim and the Associate decides to begin the appeal process, you must continue to provide the accommodation in good faith until the process is fully resolved. Acclaim will provide recommendations and direction regarding the nature of restrictions, and it is your responsibility to implement these accommodations in a way that supports operational needs.
2. **The Associate can return to work:** When an appeal is denied, the Associate is required to return to work.



Work with your HR Business Partner to determine next steps when a claim is declined.

Return to Work

Phase Five: Leading the Return-to-Work Process

Once Acclaim notifies you of the Associate's ability to return to work, you must assist in the return to work planning by providing physical/cognitive job demands, respecting the duty to accommodate and working with all stakeholders to ensure a successful transition back to work for the Associate.

Use the **MLOA – Early & Safe Return to Work Plan Leader Responsibility Checklist** throughout this part of the process.

Full Return to Work

Scenario 1: Acclaim sends 'Support Letter' for Associate [Approval Letter](#) with clearance to resume full hours and duties with a return date.

1. After receiving the email respond to Acclaim confirming your readiness to support your Associate's return to work
2. Call the Associate within 24 hours of receiving the notification.
3. During the conversation ensure that the Associate feels welcome and knows what to expect. Confirm the return to work date and tell the Associate where they should go and who they will be meeting. Make sure they understand that they are returning to full duties, and what those duties will be.

Modified or Gradual Return to Work

Scenario 2: Acclaim sends 'Support Letter' for Associate [Approval Letter](#) with modified return to work

1. Review the email from Acclaim regarding the return to work and note any information regarding the functional abilities review such as requests for modified hours or gradual hours of work, and/or modified duties or gradual duties.
2. Determine how the modified duties or hours can be supported within **2 business days**. For roles in Operations or Logistics, reference the Modified Return to Work Dashboard if needed to review available duties or to get guidance on creating suitable modified work in your area. Collaborate with Health & Safety if adjustments are needed.
3. Respond to Acclaim confirming your readiness to support your Associate's modified or gradual return to work
4. Call the Associate to confirm the return to work date and the modified/gradual duties and/or hours. Remember that Acclaim has previously confirmed the medically accepted conditions with the Associate. During the conversation ensure that the Associate feels welcome and knows what to expect. Tell the Associate where they should go, who they will be meeting and what their duties will be.



Non-Support

Scenario 3: Acclaim sends 'Non-Support' for **Appeal Denied** letter notifying **Associate** that claim has been closed

1. When you receive a Non-Support email from Acclaim, **work with your HR Business Partner** on next steps. Non-support letters can be issued for many reasons, e.g. the Associate did not submit the documentation required for the claim, they did not respond to attempts to contact them, the medical document provided did not support the claim, or an appeal has been denied.

Note: Associates have 14 days to appeal a decision, at which point new medical documentation could be provided for re-evaluation and the claim will then remain under review. If no appeal is filed or the appeal is declined, return to work plans should move forward to ensure a full return.

2. Once the return to work has been identified, advise the Associate where to go upon return to work, who they will be meeting and what their duties will be.

Next Steps for all Three Scenarios

1. Complete the Early & Safe Return to Work (ESRTW) form and email it to:
The Acclaim Case Manager
Payroll: payroll@napoleon.com
cc:
HRBP: (area specific)
Health & Safety: health&safety@napoleon.com
2. Once the Associate returns to work, obtain their signature on the ESRTW form. Keep the signed copy for your records.
3. If the Associate does not return to work after you have completed the steps in the process, ensure Acclaim and your HRBP are aware, and **notify payroll** to ensure that the Associate does not return to active payroll status.

The Early & Safe Return to Work Form

This form is used for both Occupational (WSIB) and Non-Occupational (MLOA) leaves:

Additional Information Needed for the ESRTW Form	
<input type="checkbox"/> Functional Abilities & Restrictions/Limitations	<input type="checkbox"/> Schedule for Modified or Gradual Hours
<input type="checkbox"/> Duration of Restrictions	<input type="checkbox"/> Details on Modified or Gradual Duties
<input type="checkbox"/> Barriers in an Emergency Situation	<input type="checkbox"/> Supervisor/Dept of Modified Work
<input type="checkbox"/> Date/Shift to Begin Modified Work	<input type="checkbox"/> Date of Next Review

*Don't forget to have the Associate sign the form upon their return to work.



The Duty to Accommodate

Napoleon has the same duty to accommodate for non-occupational leaves as for occupational leaves. Employers have a legal obligation under the Human Rights Code of Canada to accommodate an Associate to the point of undue hardship, which must be substantial in nature and is considered on a case-by-case basis. Employers have an obligation to change the way they provide their workspace to make it easier for the Associate requiring Accommodation to participate in the workplace. Refer to the Duty to Accommodate training on the WorkSafe Directory for more details.

Support - When Things Don't Go as Expected

There may be times throughout this process when an escalation may be required. **Your HR Business Partner is there to support you** throughout this process whenever there is a complex scenario.

Here are some tips for specific examples:

- If an Associate does not answer their phone or return your call when trying to contact them, call them once a day for three days. Make note of the dates and times of your calls. If the Associate does not respond, you will need to escalate the scenario to your HR Business Partner (include the detailed call information).
- If Acclaim notifies you that an Associate is no longer responding or participating in the process, advise your HR Business Partner and they will escalate by issuing a letter to the Associate.
- If you have completed the steps to return your Associate to work, and unexpectedly they are not able to return, ensure that Acclaim and your HR Business Partner are aware, and **notify Payroll (payroll@napoleon.com) to ensure that the Associate does not return to active payroll.**

Resources

In addition to this Leader Guide, there are resources available to you to guide you through this process:

- Medical Leave of Absence Checklist
- Return to Work Checklist
- The Early & Safe Return to Work Plan form
- The Duty to Accommodate presentation
- Live Chat on the Acclaim Portal

Use the checklists to guide you through each process step by step and use the Leader Guide for more detailed information. These resources can be accessed through the Manufacturing Business Partners Teams Channel by selecting the MLOA and Accommodations Resources Subchannel.



Appendix

[All documents are accessible on the Manufacturing Business Partners Teams Channel - MLOA and Accommodations Resources Subchannel]



MLOA Checklist

Done	Medical Leave of Absence (MLOA) - Leader Responsibility Checklist														
	<p>1. Meet or speak to your Associate who may be in need of a Medical Leave of Absence (MLOA) or Accommodation (Scenarios: upcoming surgery, Associate has called in more than 3 consecutive days, accident or hospitalization, request for accommodation). Note: Ensure you ask for the Associate's personal email address and phone number during the call.</p> <p>Note: See the Leader Guide for support with having the conversations with Associates for all four scenarios below.</p>														
	<p>2. A claim should be submitted for a MLOA when:</p> <ul style="list-style-type: none"> • The cause of an absence is non-occupational • It's due to an accident or surgery <p>Or</p> <ul style="list-style-type: none"> • It will extend beyond 5 days to manage health conditions or recover from illness or injury <p>A claim should be submitted for Accommodation when:</p> <ul style="list-style-type: none"> • The need is not caused by an occurrence that is work-related • An Associate has expressed an immediate need for accommodation <p>Or</p> <ul style="list-style-type: none"> • A doctor's note is provided to indicate that an accommodation is required 														
	<p>3. At the end of the conversation, ensure that the Associate is aware of the following information, responsibilities and next steps:</p> <ul style="list-style-type: none"> • They are not required to share diagnosis and medical information with you, just the impact the health concern has on their work • Acclaim is our third-party provider who manages our short-term medical leaves and accommodation which ensures confidentiality, fairness and consistency • Associate is responsible for maintaining contact with the Leader and Acclaim throughout the process to ensure claim remains active • Acclaim will contact them directly to initiate the process and will provide the medical documentation • Associate must connect with their doctor to get medical documentation completed • Medical documentation should only be shared with Acclaim 														
	<p>4. Scenarios for determining when a claim needs to be submitted.</p> <p>Scenario 1: An Associate has advised that a future Medical Leave of Absence is required. Example: planned surgery Leader: submits the claim on the Acclaim Web Portal two weeks in advance of leave</p> <p>Scenario 2: An Associate has unexpectedly been absent for more than 3 consecutive days, calling in through Extend communications Leader: calls the Associate on the 4th day of absence and determines whether the absence will extend beyond 5 working days. If yes, Leader submits the claim on the Acclaim Web Portal</p> <p>Scenario 3: An Associate is unexpectedly absent due to an accident or hospitalization Leader: submits the claim through the Acclaim Web Portal as soon as possible and calls Associate if appropriate</p> <p>Scenario 4: An Associate expresses a need for immediate work accommodation or provides a medical note indicating that they need an accommodation Leader: submits the claim through the Acclaim Web Portal and supports the requested accommodation until a decision is rendered by Acclaim</p> <p><i>Reminder: Do not ask for details about an Associate's medical condition.</i></p>														
	<p>5. How to submit a claim on the Acclaim Web Portal: Login to the portal: https://www.acclaimability.com/start-a-claim</p> <p>Username: TBD Password: TBD Click on "Start a Claim"</p> <p>Information needed to start a new claim:</p> <table border="0"> <tr> <td><input type="checkbox"/> Associate Name</td> <td><input type="checkbox"/> Department</td> </tr> <tr> <td><input type="checkbox"/> Associate ID</td> <td><input type="checkbox"/> Job Title</td> </tr> <tr> <td><input type="checkbox"/> Associate Phone #</td> <td><input type="checkbox"/> Associate Personal Email Address</td> </tr> <tr> <td><input type="checkbox"/> Associate Home Address</td> <td><input type="checkbox"/> Associate Date of Hire</td> </tr> <tr> <td><input type="checkbox"/> Date of Birth</td> <td><input checked="" type="checkbox"/> Associate Supervisor & Manager</td> </tr> <tr> <td><input type="checkbox"/> Last Day Worked</td> <td><input type="checkbox"/> First Date of Absence</td> </tr> <tr> <td><input type="checkbox"/> Building Location</td> <td><input type="checkbox"/> Regular Hours Worked Per Week</td> </tr> </table> <p>The information above can be found on the UKG HRIS home page</p>	<input type="checkbox"/> Associate Name	<input type="checkbox"/> Department	<input type="checkbox"/> Associate ID	<input type="checkbox"/> Job Title	<input type="checkbox"/> Associate Phone #	<input type="checkbox"/> Associate Personal Email Address	<input type="checkbox"/> Associate Home Address	<input type="checkbox"/> Associate Date of Hire	<input type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/> Associate Supervisor & Manager	<input type="checkbox"/> Last Day Worked	<input type="checkbox"/> First Date of Absence	<input type="checkbox"/> Building Location	<input type="checkbox"/> Regular Hours Worked Per Week
<input type="checkbox"/> Associate Name	<input type="checkbox"/> Department														
<input type="checkbox"/> Associate ID	<input type="checkbox"/> Job Title														
<input type="checkbox"/> Associate Phone #	<input type="checkbox"/> Associate Personal Email Address														
<input type="checkbox"/> Associate Home Address	<input type="checkbox"/> Associate Date of Hire														
<input type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/> Associate Supervisor & Manager														
<input type="checkbox"/> Last Day Worked	<input type="checkbox"/> First Date of Absence														
<input type="checkbox"/> Building Location	<input type="checkbox"/> Regular Hours Worked Per Week														
	<p>Click on My Team - My Associates - Search for and Select Associate Review: Associate Summary page and Private Info page (for Date of Birth)</p> <ul style="list-style-type: none"> • Ensure that you ask for the Associate's personal email address and confirm phone number. The remaining information can be found on the Associate's profile in UKG on the Associate Summary tab and the Private Info tab. • You can upload any documentation that the Associate has provided you. • Enter the Associate's shift in the comment box on the last page in addition to any additional pertinent information. • Click the "Submit" button to submit the claim. • Ensure you receive the confirmation on the screen that Acclaim has received your request to start a claim. <p>Note: LIVE Support is available on the Acclaim WebPortal if you have any questions while submitting the claim.</p>														
	<p>6. Acclaim sends confirmation of receipt to Leader cc: HRBP and provides the assigned case manager.</p>														
	<p>7. Acclaim contacts Leaders cc: HRBP, as required, throughout the workflow process to provide updates (i.e., attempt to call, intake complete, forms received, suspension, support/non-support)</p>														
	<p>8. Leader is to correspond with Acclaim throughout the process and contacts Acclaim directly with any questions about the status of the claim. When contacting Acclaim, use a previous update email and ensure that you "Reply All". Leader will also work with HRBP on any escalations required (i.e., Associate not responding, documentation not submitted, extension request, claim denial, etc.)</p> <p>Note: While your Associate is on the MLOA, reach out to them periodically. This will show them that you are concerned about their well-being and recovery.</p>														
	<p>9. Reference the Return to Work - Leader Responsibility Checklist once notified that Associate will be returning to work</p>														
Notes	<ul style="list-style-type: none"> • If you are unable to reach the Associate after 3 attempts within 3 business days, contact your HRBP for escalation • Other resources related to this process can be found on the Operations Teams Channel and the HRIS Homepage <ul style="list-style-type: none"> ○ Leader Guide ○ RTW Checklist ○ ESRW Form ○ Duty to Accommodate Presentation 														



Return- to-Work Checklist

Return to Work Checklist for Leaders	
Done	Medical Leave of Absence – Early & Safe Return to Work Plan
Scenario	<p><u>Acclaim Support:</u></p> <ul style="list-style-type: none"> Scenario 1: Acclaim sends 'Support Letter' for Associate Approval Letter with clearance to resume full hours and duties with a return date. Scenario 2: Acclaim sends 'Support Letter' for Associate Approval Letter with modified return to work Scenario 3: Acclaim sends 'Non-Support' for Appeal Denied letter notifying Associate that claim has been closed
Procedure	<p>1. Scenario 1: Leader is to call Associate within 24 hours of notification from Acclaim. If you are unable to reach the Associate after three attempts within three business days, notify your HRBP for escalation.</p> <p>Scenario 2: Leader determines how they can support the modified/gradual duties or hours within 2 business days and then calls the Associate.</p> <p><i>Remember: For roles in Operations or Logistics, utilize the Modified Work Dashboard to review available duties or to get guidance on creating suitable modified work in your area.</i></p> <p>Scenario 3: Leader works with HR Business Partner to determine next steps and calls the Associate regarding the return to work.</p> <p>Note: Contact your HR Business Partner if you need support throughout this process.</p>
	2. Leader responds to Acclaim confirming the return-to-work date and the ability to support any conditions.
	3. Leader advises Associate where to go upon return to work, who they will be meeting, and what their duties will be.
	4. Leader completes the Early & Safe Return to Work (ESRTW) form which is used for both Occupational (WSIB) and Non-Occupational (MLOA) leaves.
	<p>5. Leader e-mails completed ESRTW PRIOR to the Associate's return: To: Acclaim Case Manager Payroll: payroll@napoleon.com CC: HRBP: (area specific) Health & Safety: health&safety@napoleon.com</p>
	6. Once Associate returns to work, leader obtains their signature on the ESRTW form.
Notes	<ul style="list-style-type: none"> If the Associate does not return to work after you have completed the steps in the process, ensure that Acclaim and your HR Business Partner are aware, and notify Payroll to ensure that the Associate does not return to active payroll. Resources related to this process can be found on the Operations Teams Channel and the HRIS Homepage <ul style="list-style-type: none"> Leader Guide RTW Checklist ESRTW Form Duty to Accommodate Presentation



EARLY & SAFE RETURN TO WORK PLAN

CLAIM TYPE	
<input type="checkbox"/> OCCUPATIONAL (WORK RELATED)	<input type="checkbox"/> NON-OCCUPATIONAL (PERSONAL/MEDICAL)

ASSOCIATE INFORMATION			
NAME	JOB TITLE	DEPARTMENT	DATE

FUNCTIONAL ABILITIES & RESTRICTIONS / LIMITATIONS REVIEW
<i>Consult the supporting documentation (WSIB Form 8/FAF, doctor or physiotherapist summary, Acclaim notes, etc.)</i>
MEDICATIONS: <i>(if applicable)</i>
HOURS / DAYS OF WORK: <input type="checkbox"/> REGULAR / FULL <input type="checkbox"/> MODIFIED / REDUCED <input type="checkbox"/> GRADUAL / GRADUATED
PLANNED HOURS / DAYS OF WORK:
DURATION OF RESTRICTIONS:

MODIFIED DUTIES AVAILABLE / OFFERED
<i>List the proposed work as well as the physical demands required. Consult the supporting documentation</i> <i>Examples: Modified Duties Offer letter, Ergonomist's recommendations, Acclaim notes or recommendations, etc.</i>
DO THESE MEET THE RESTRICTIONS/LIMITATIONS NOTED? <input type="checkbox"/> YES <input type="checkbox"/> NO (if 'no' explain in comments)
ARE THERE ANY BARRIERS TO AN EMERGENCY SITUATION? <input type="checkbox"/> YES (if 'yes' explain in comments) <input type="checkbox"/> NO <i>(evacuations, accessing shelters, etc.)</i>
SUPERVISOR / DEPARTMENT OF MODIFIED WORK:
DATE / SHIFT TO BEGIN MODIFIED WORK:
DATE OF NEXT REVIEW:
COMMENTS

ACKNOWLEDGEMENT STATUS					
	NAME	SIGNATURE	DATE	ACCEPTED	DECLINED
ASSOCIATE				<input type="checkbox"/>	<input type="checkbox"/>
LEADERSHIP					
H&S / HR <i>(as necessary)</i>					