



Return to Work Checklist for Leaders	
Done	Medical Leave of Absence – Early & Safe Return to Work Plan
Scenario	<p><b><u>Acclaim Support:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Scenario 1: Acclaim</b> sends ‘Support Letter’ for Associate <a href="#">Approval Letter</a> with clearance to resume <u>full hours and duties</u> with a return date.</li> <li>• <b>Scenario 2: Acclaim</b> sends ‘Support Letter’ for Associate <a href="#">Approval Letter</a> with modified return to work</li> <li>• <b>Scenario 3: Acclaim</b> sends ‘Non-Support’ for <a href="#">Appeal Denied</a> letter notifying <b>Associate</b> that claim has been closed</li> </ul>
Procedure	<p><b>1. Scenario 1: Leader</b> is to call <b>Associate</b> 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. Make note of the dates and times of your calls.</p> <p><b>Scenario 2: Leader</b> 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><b>Scenario 3: Leader</b> works with HR Business Partner to determine next steps and calls the Associate regarding the return to work.</p> <p><b>Note:</b> Contact your HR Business Partner if you need support throughout this process.</p>
	<p><b>2. Leader</b> responds to Acclaim confirming the return-to-work date and the ability to support any conditions.</p>
	<p><b>3. Leader</b> advises Associate where to go upon return to work, who they will be meeting, and what their duties will be.</p>
	<p><b>4. Leader</b> completes the Early &amp; Safe Return to Work (<b>ESRTW</b>) form which is used for both Occupational (WSIB) and Non-Occupational (MLOA) leaves.</p>



	<p><b>5. Leader e-mails completed ESRTW PRIOR to the Associate's return:</b> <b>To:</b> Acclaim Case Manager Payroll: <a href="mailto:payroll@napoleon.com">payroll@napoleon.com</a> <b>CC:</b> HRBP: (area specific) Health &amp; Safety: <a href="mailto:health&amp;safety@napoleon.com">health&amp;safety@napoleon.com</a></p>
	<p><b>6.</b> Once Associate returns to work, leader obtains their signature on the ESRTW form. Keep the signed copy for your records.</p>
Notes	<ul style="list-style-type: none"><li>• 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 <b>notify Payroll to ensure that the Associate does not return to active payroll.</b></li><li>• Resources related to this process can be found on the Manufacturing Business Partners Teams Channel in the <b>MLOA and Accommodations Resources</b> Subchannel:<ul style="list-style-type: none"><li>○ Leader Guide</li><li>○ MLOA Checklist</li><li>○ ESRTW Form</li><li>○ Duty to Accommodate Presentation</li></ul></li></ul>