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NOTICE
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TO ALL EMPLOYEES, MEMBERS OF THE CARDBOARD AND LABOUR POOL

**SUBJECT: PERSONS RETURNING TO WORK FROM STD, LTD
OR WCB, ETC...**

In order to avoid any unnecessary delays in your return to work please be guided by the following:

At least two weeks prior to your intended date of return to work please provide HEA with a note from your treating physician as to your ability to return to work in the longshoring industry. This should be done regardless of whether or not you require accommodation to facilitate your return.

If temporary or permanent accommodation is required, you will be required to complete a **“Request for Accommodation and/or Removal from Skill Registration Form”**. A sample of this form is attached. A copy of this form and the HEA’s accommodation policy and procedure is also available on our website at www.halifaxemployers.com.

After receiving **advanced** notice of an employee’s intent to return to work, the HEA will, within a reasonable period of time, complete their inquiries/assessment through our company doctor, in order to clear the employee for return to work.

It will be necessary that the employee provide a completed “Medical Release Form” to HEA the same day the doctor’s note is provided.

This notice is being distributed to everyone at the Union’s request because we have recently had people delayed coming back into the workforce until they were medically cleared through our company doctor.

If you have any questions please feel free to contact HEA or your Union.

NOTE: Depending on the circumstances, for medical absences of a short duration, a doctor’s note stating you are fit to return to your normal duties is all that may be required.

HALIFAX EMPLOYERS ASSOCIATION ON BEHALF OF:
CERES HALIFAX INC.
FURNCAN MARINE LTD – EMPIRE STEVEDORING (MARITIMES) CO.
HALIFAX OFFSHORE TERMINAL SERVICES LTD.
HALTERM CONTAINER TERMINAL LIMITED
LOGISTEC STEVEDORING (Nova Scotia) INC.
MATHERS TERMINALS LTD

RE-ISSUED: February 8, 2018