

## AD4410 RETURN TO WORK AND ACCOMMODATION

Records documenting the provision of the sick leave benefit and disability-related workplace accommodation for ill or injured employees at Queen's University.

Includes assessing medical documentation, developing, monitoring and revising individual Return to Work Plan / Accommodation Plan.

Example documents: correspondence, medical information, Return to Work / Accommodation Plans.

*University Records exist in both physical and electronic formats, such as paper, email or data in a database. Paper records may or may not contain information that is duplicated in an electronic system. For technical reasons the retention assigned to the electronic records may be different from the retention of physical records.*

### OPR - Director and Counsel, Employee / Labour Relations

*(Unless otherwise assigned, see below)*

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	<b>Return to Work and Accommodation Plan Case Files</b>	ET + 1	9	D	PIB
<i>Records consist of documentation secured in order to substantiate the need to access the Sick Leave benefit and/or to acquire a workplace accommodation as well as associated Return to Work and Accommodation Plans. Also include is documentation associated with applying for the Long Term Disability benefit and/or the WSIB benefit.</i>					
<i>ET Definition: Termination of employment relationship and without access to the redeployment list.</i>					

## GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank