

## Employee Medical Information

The Board of Education will establish procedures for the collection, retention, use, access and disposal of employee medical information.

### General Guidelines

The Superintendent of Schools and Associate Superintendent, Human Resources (or designate within the Human Resources Department) are responsible for the determination and case management of all partial and extended sick leaves requests.

Employee medical information will be treated with a higher degree of confidentiality and privacy protection than is required for less sensitive human resources information.

- Access to, and use of, employee medical certificates and related documents will be on a need to know basis only and restricted to the Superintendent of Schools and Associate Superintendent, Human Resources (or designate within the Human Resources Department).
- While medical certificates and related documents form part of the personnel record, such documents will not be kept with the general personnel file.
- Medical certificates and related documents will be stored in accordance with the [Records Management and Archives Program Administrative Procedure #506](#) to ensure against unauthorized access, collection, use disclosure or disposal of such records.

Medical certificates and related documents will be retained for two years past the employee termination date and then destroyed.

### Access

Upon written request, the school district employee may obtain access to their personal information held by the school district.

- Requests for access will be processed during normal business hours.
- In some circumstances, the release of information to an individual may be refused where the information may be harmful to that person or a third party (i.e. where there is a concern that the individual is suicidal or a danger to others).

### Consent

Employee authorization for gathering medical information will be obtained in advance to requesting a Physician's Statement.

Medical Certificate information may be used to establish eligibility for benefits, fitness to work, accommodation requirements, etc.

Failure to provide timely authorization could affect the employee's eligibility for sick leave benefits.

## Medical Certificate Package

As a prerequisite for leave consideration, each employee applying for a partial or extended medical leave should receive a Medical Certificate Package for completion. The package will include the following:

- A covering letter to the employee.
- The Medical Certificate for completion.
- A copy of the guideline for completion of medical certificates by the College of Physicians and Surgeons of British Columbia.
- A self-addressed return envelope marked "Strictly Confidential to be Opened by Addressee Only".

**Date Adopted: February 2005**

*Legal Reference: Freedom of Information and Protection of Privacy Act, Section 19*

*Cross Reference: [Blood Borne Pathogens – Safety Practices Administrative Procedure #103](#)  
[Records Management and Archives Program Administrative Procedure #506](#)*