

## Medical Note Guidelines

For sick leave of greater than 5 days, we normally require medical notes. For medical accommodations, a medical note is required to support the request. Medical notes may be provided by a medical doctor or a nurse practitioner. They should include the medical doctor or nurse practitioner's name (printed), address, and signature. They do not need to include a diagnosis.

### For sick leave, the note should state:

- That the employee needs to be off work for medical reasons.
- The general nature of the sickness or injury.
- The start and end date of the time the employee medically needs to be off work. If the doctor or nurse practitioner is not sure how long the employee will need to be off, the note should state the date that the employee will be medically reassessed to determine if they can return. If an extension is needed, a new medical note will be required at that time.

### For a remote work accommodation:

- The request must be accompanied by a Remote Work Accommodation Form completed by your doctor or nurse practitioner. Please contact Linda Harrison, the Employee Health and Wellness Specialist, at [li.harrison@uwinnipeg.ca](mailto:li.harrison@uwinnipeg.ca) about your request and to receive the form.

### For other accommodation(s), the note should state:

- What restrictions and limitations the employee has. These are the activities in the workplace that the employee is unable to do or can only do in a limited way. The Workplace Capabilities Form can be a good guide for helping doctors and nurse practitioners state restrictions and limitations.
- The start and end date of when the employee is expected to need the accommodations. If they are not sure how long the employee will need the accommodations, the note should state the date that the employee will be medically reassessed to determine if they still need the accommodations or if new accommodations might be needed. If an extension is needed, a new medical note will be required at that time. If the accommodations are expected to be permanent, that should be indicated.
- The doctor or nurse practitioner may list possible accommodations they feel would meet the restrictions and limitations (optional). However, the University, in consultation with the employee, may provide alternate accommodation(s) that meet the listed restrictions and limitations.
- For ergonomic and/or adaptive equipment, a medical note from an Occupational Therapist, Physical Therapist, Athletic Therapist, Chiropractor, or Ergonomist would be considered as long as it is within the health professional's scope of practice. For accommodations related to vision, a note from an optometrist would be considered and for accommodations related to hearing, a note from an audiologist would be considered.

If the University does not receive enough information on the medical note, they may request an additional note.

All medical notes should be submitted directly to Shannon Delaney, the Employee Health and Wellness Assistant at [s.delaney@uwinnipeg.ca](mailto:s.delaney@uwinnipeg.ca) or faxed to Shannon's attention at 204-774-2935.