



Medical Fitness Procedure

Procedures for Medical Fitness Examinations

In cases of long-term or frequent sick leave claims, the Director/Principal may require an employee to have a physical or psychiatric examination. The following procedures will be used:

- a. The Director/Principal shall inform the employee in writing and shall designate the medical practitioner who shall perform the examination;
- b. An employee so informed shall sign a release of information form (Exhibit E.1.G – EX1);
- c. The medical practitioner's report (Exhibit E.1.G – EX2) shall be submitted to SEC. A copy will be made available to the employee;
- d. Information from the medical practitioner shall be treated with the strictest confidence and shared only on a need to know basis.

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