Absence from work

Individual calls head/supervisor with reason and projected return date

- If off work >5 working days, head/supervisor consults WRAP Coordinator
- WRAP Coordinator advises individual to take report form to physician and Head/Supervisor maintains supportive contact with the individual
- Prior to 5 days, the head/supervisor may consult with WRAP Coordinator who will contact the individual to determine the need for documentation or may involve Employee Relations dependent upon the circumstances.

WRAP Coordinator receives report, maintains contact with individual to provide support, tracks progress on recovery, keeps head/supervisor informed and advises on required approvals per Policy 62

Re-integration possible

Application for Long-Term Disability (IRP)*

- WRAP Coordinator arranges team meeting including relevant resources to develop WRAP Plan
- Confirmation of what can/can’t do
- Confirmation of job requirements

Implementation of Plan, including referrals, etc

Ongoing support/monitoring progress and modify if needed

Close-out interview(s) and/or follow-up by WRAP Coordinator

IRP Process continues through provider and WRAP Coordinator maintains reintegration efforts if /when feasible

On-going support or further assistance provided if requested

At work with reduced work capacity or concern

Self-referral to WRAP

Supported referral by head/supervisor

- Dialogue with WRAP Coordinator
- Assessment of needs and options
- WRAP process or other intervention
- Follow-up with individual and possibly other service providers
- File closure

Application for Long-Term Disability (IRP)*

- WRAP Coordinator discusses process and obtains forms
- Documentation submitted
- Application adjudicated by provider
- Individual and department advised of decision
- Appropriate action taken

Ongoing support and medical monitoring of progress

Work re-integration not possible

Close-out interview(s) and/or follow-up by WRAP Coordinator

On-going support or further assistance provided if appropriate