

St. Paul Education Regional Division No. 1
4313-48 Avenue
St. Paul, AB T0A 3A3

Certificate of Illness
(under 2 weeks)
Human Resource Services

Please ensure that both the employee and medical practitioner portions are completed and forwarded directly to St. Paul Education Regional Division No. 1, Human Resource Services, 4313 – 48 Avenue, St. Paul, AB T0A 3A3 Fax: (780) 645-5789 or phone (780) 645-3323. This form is provided for your convenience.

EMPLOYEE INFORMATION: To be completed by the St. Paul Education Employee

Name: _____

Location: _____ Position: _____

Last Day Worked: _____

MEDICAL PRACTITIONER: Please fax to the Human Resource Services at (780) 645-5789

The above named St. Paul Education Reg. Division employee has a medical condition/injury, which renders the employee unable to perform his or her work duties.

YES NO Date of Disability: _____

Is the cause of the illness/injury work related? YES NO

He/She is under my care and is receiving and participating in all appropriate treatment for that condition: YES NO

Expected return to work (date): _____

If unknown, is the absence likely to be:

<30 days 30-60 days 60-90 days >90 days

Is your patient capable of performing modified work? YES NO

When: _____

If your patient required modified duties or medical accommodation for a return to work please contact HR for assistance at (780) 645-3323.

Doctor's Name: _____

Address & Phone #: _____

Signature: _____ Date: _____

I hereby agree to the release of the above information to Human Resources of the St. Paul Education Regional Division No. 1.

Date: _____

(Employee's Signature)

If you have any questions regarding the use of this form you may wish to contact HR.

The personal information on this form is collected under the authority of the Alberta Freedom of Information and protection of Privacy Act for the purpose of reporting non-work related illness or injury. If you have any questions about the collection, use or disclosure of this information, contact the Superintendent of Schools, 4313-48 Avenue, St. Paul, AB T0A 3A3 - Telephone (780) 645-3323.