

Administrative Procedures Manual	Administrative Procedure 406
	Certificate of Good Health
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: June 2019, September 2019, August 2022
LEGAL REFERENCE:	Section 52, 53, 197, 222, 226 Education Act Alberta Human Rights Act Child, Youth and Family Enhancement Act Employment Standards Code Freedom of Information and Protection of Privacy Act Personal Information Protection Act

Background

Employees or prospective employees may be required to supply a certificate of good health signed by a qualified medical practitioner.

Procedures

1. Information collected for the purposes of employment shall be kept confidential.
2. Prospective Employees
 - 2.1 Certificates of good health are not to be requested as part of the application for employment information;
 - 2.2 Requests for certificates of good health may be made by the Superintendent or designate prior to a final contract offer; and
 - 2.3 In the event that the state of health of the prospective employee significantly affects their ability to do the job, the Superintendent or designate has the authority to withhold a contract of employment.
3. Existing Employees
 - 3.1 Existing employees, during the period of their employment, shall provide a certificate of good health signed by a medical practitioner, if so requested by the Superintendent or designate.
 - 3.2 When such a request is made, the Superintendent or designate shall designate the medical practitioner and the Division shall pay the fee.
 - 3.3 When a medical certificate is required to qualify for sick leave with pay, the employee shall be responsible for medical fees.