

People First HR Services

# HR OnCall

HR support whenever you need it



With HR OnCall, you receive expert advice and support on general HR inquiries including:

- Legislation and best practice
- Employee and labour relations
- Creating a respectful workplace
- Discussing requirements for policy development and workplace procedures
- Disability management consultation
- Employee discipline or termination

**PEOPLE FIRST**  
HR SERVICES

A division of People Corporation



## Employee leaves

An employee brought me a doctor's note that says they are to be off work for two months with no other information. What am I allowed to ask? How much information are we entitled to?

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I have an employee that started two months ago and they have now just told me they are expecting a baby and requesting maternity leave. They never disclosed this during the interview or when they were hired. Am I obligated to keep the position available to them?

## Return to work

I have an employee returning to work from a short term disability that indicates restrictions/modified duties. I am following what the doctor has ordered, however, the employee has refused the work. Can they refuse? How do I handle this situation?

## Work schedules

We would like to schedule our employees an hour more each day from Monday to Thursday so that employees can leave early on Fridays. The employees are in agreement that they would not be paid overtime for the days they work more than eight hours a day. Can I do this legally?

