

## HUMAN RESOURCES

| Subject |  |
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4. The employee and his/her physician complete and forward the AMA forms directly to Manulife. The Pension & Benefits Coordinator completes the AMA Employer form and provides the relevant job description to Manulife. The employee is contacted by Manulife as part of managing the absence through the AMA program. Manulife advises Human Resources whether the absence is medically supported, the expected duration of the leave, and the return to work date when known. The return to work plan may include a graduated return to work plan and any recommendations as part of a successful return to work plan. The Pension & Benefits Coordinator will coordinate the employee's return to work with all stakeholders.
  
5. The JRC and