

# EDMP Referral Inputs Guidelines

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An employee can be referred to EDMP services through a variety of avenues/methods and sources. They include but are not limited to:

- Self-referral
- Referral through union
- Referral from a coworker familiar with EDMP and its benefits to the employee
- Referral through a manager
  - This notification/input/referral may occur even without identification through the Payroll Report, or if the manager notices an employee's struggles at work.
- Workplace Health Call Centre (WHCC)
  - Referral may come through the provincial occupational incident reporting centre, and the WHCC will notify the Health Authority as per routing procedures established
- Absence Report Line
  - Employees on sick leave for more than 5 consecutive shifts will be automatically identified
- Payroll Reports
  - Once again, employees on sick leave for more than 5 consecutive shifts will be identified
- Attendance Enhancement/ Management Programs
- Other HR Programs