

Procedure Title:

**MISCELLANEOUS****PROCEDURE NUMBER: 8-00**

Policy Title:

**LIFE-THREATENING  
ILLNESSES IN THE  
WORKPLACE**Effective Date:  
2/1/2003Revision Date:  
1/15/2003**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

**PROCEDURE:**

1. Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Keystone supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, Keystone will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.
2. Medical information on individual employees is treated confidentially. Keystone will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.
3. Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Human Resources Department or Keystone's Employee Assistance Program for information and referral to appropriate services and resources.

**NOTES:**

