

RETURN TO WORK PROCEDURE

(AFTER AN ABSENCE OR LEAVE)

Employees who are absent for reasons of personal illness, accident, or injury (after three or more consecutive days) must provide medical verification of their absence to the Division of Labor Relations & Employment Services. **Moreover, you must *report* to Labor Relations & Employment Services (no appointment necessary), whenever you return after the above mentioned reasons.** You will be seen by the Director or one of the designated LRES staff members.

The District reserves the right to require a medical statement after each day of absence. The statement must be written on appropriate medical stationery (letterhead or an Rx note) and must be an original.

The medical statement provided by your doctor must include the following information:

1. **Period of disability (specific dates)**
2. **Specific date for return to work**
3. **A statement regarding limitations or restrictions (must state "none" or specify the limitations or restrictions).**

You may also be required to provide written medical verification of your absence for any of the following reasons:

1. **You are excessively absent**
2. **Your absence pattern suggests an abuse of sick leave**
3. **There is a question about the legitimacy of the reason/s for your absence**
4. **There is a question about your ability to perform the duties of your position or assignment**

In addition, if you have been absent and are no longer entitled to pay, you must report to the Division of Labor Relations & Employment Services for clearance to return to work. This will protect your entitlement to benefits and salary.

Finally, if you are returning from a pregnancy leave, child-rearing leave, family act leave, or any other Board approved leave (excluding professional leave) that does not necessarily require a medical statement, you must also report to the Division of Labor Relations & Employment Services to make sure that your employment status is accurate.

Please Note: Employees with *restrictions* or *limitations* will not be permitted to return to work unless clearance is obtained by the Division of Labor Relations & Employment Services. **There will be no exceptions.**

The above procedures apply to all employees and must be followed without exception. The District is obligated to permit you to resume your position, assignment, or responsibility only if you are medically able to do so.

MCM/dl

(Revised 03/14/18)