



## EMPLOYEE ABSENCES

All health information sent to Health Services is maintained confidentially in compliance with HIPAA regulations

### If employee is out of work for more than five (5) consecutive days for medical reasons, including maternity, the employee MUST follow this procedure:

- Notify immediate supervisor of any anticipated absence and approximate return to work dates
- Obtain **Out-of-Work Form** from the building secretary or district website (go to Intranet, hover over Departments, go down to Human Resources, hover over the arrow, click Health Services and go to Category: Employee Forms
- Ask healthcare provider to complete the **Out-of-Work Form**. This form must be brought, sent, or emailed to [healthservices@scsd.us](mailto:healthservices@scsd.us). A signed note from a medical provider on office letterhead may also be used.
- If no receipt confirmation is obtained, call Health Services (x4145) to confirm the form was received.
- Absences extended past the date indicated by the medical provider on the **Out-of-Work Form** will require the completion of a **Medical Update Form**.
- If there is no estimated return to work date, a completed **Medical Update Form** is required every six (6) weeks.

### Maternity Absences:

- If the employee is going to work up to the date of delivery, their medical provider must enter the **estimated delivery date only**.
- If the employee is taken out of work prior to the delivery date, the provider must fill in the **date of onset of absence** and **estimated delivery date**.
- If the employee is taken out of work due to complications of pregnancy, the provider will need to fill out another **Out-of-Work Form** with complications noted.
- **If the employee is planning on taking a childcare leave following their medical leave, a Return-to-Work Form must be submitted to Health Services prior to the start of their Childcare Leave.**

### If an employee is returning to work following an absence of more than five (5) consecutive days, the employee MUST follow this procedure:

- Obtain a **Return-to-Work Form** on the intranet. A signed note from a medical provider on office letterhead may also be used.
- Ask healthcare provider to complete the **Return-to-Work Form**. This form must be brought, sent, or emailed to [healthservices@scsd.us](mailto:healthservices@scsd.us) **before** the employee can return to work.
- A **Medical Action Form** is generated in Health Services. Health Services will forward the **Medical Action Form** to the employee's administrator, administrator's secretary, and the Payroll Department effectively clearing you to return.
- **If the healthcare provider has indicated ANY restrictions or necessity for the use of assistive devices, Risk Management will confer with the employee's administrator/supervisor and notify the employee regarding their return-to-work placement/accommodations. The employee is NOT to return to the workplace until a decision is made by Risk Management.**