

## LEAVE OF ABSENCE AND RETURN TO WORK REPORTING Revised 1/22/14

### HCI MUST BE NOTIFIED WHEN AN EMPLOYEE IS OUT OF WORK FOR 5 OR MORE DAYS

***Please do not provide any paperwork to the employee; HCI will provide the employee the necessary paperwork to document the absence.***

- ❖ When an employee is out of work for three consecutive days, the school /department should call the employee to determine if the employee will be out for 5 or more days.
  - This does not change any contractual requirements concerning CPI's
  
- ❖ When you know that an employee will be out of work for 5 or more days and/or when you receive a doctor's note taking the employee out of work for 5 or more days, immediately email [LEAVEOFABSENCEAPPLICATION@rcsdk12.org](mailto:LEAVEOFABSENCEAPPLICATION@rcsdk12.org) if you have a doctor's note or CPI scan it to the same email. (For scanned documents, include the employee's name, ID, and location on the subject line)  
**Please note: If you do not receive a doctor's note HCI still needs to be notified via email to [LEAVEOFABSENCEAPPLICATION@rcsdk12.org](mailto:LEAVEOFABSENCEAPPLICATION@rcsdk12.org) that the employee will be out 5 or more days. HCI will send the FMLA or leave of absence paperwork to the employee.**
  
- ❖ For an employee who is on leave of absence for the birth of a child, notify HCI the date of the baby's birth by sending an email to:  
[LEAVEOFABSENCEAPPLICATION@rcsdk12.org](mailto:LEAVEOFABSENCEAPPLICATION@rcsdk12.org)
  
- ❖ **The School/Dept. must enter the employee's time into Time and Labor**
  
- ❖ Employees having questions regarding their accrual balances may contact the Payroll Dept.  
**Civil Service Payroll: 262-8243**  
**Teacher Payroll: 262-8265**
  
- ❖ For questions regarding Leaves of Absence, send an email to:  
[LEAVEOFABSENCEAPPLICATION@rcsdk12.org](mailto:LEAVEOFABSENCEAPPLICATION@rcsdk12.org)  
OR contact **SHANNEL SOANES @ 262-8127**

## **HCI MUST BE NOTIFIED WHEN AN EMPLOYEE RETURNS TO WORK**

*When an employee returns to work after being out for 5 or more days, they need to provide a doctor's note or CPI returning them to work. This does not change any contractual requirements regarding CPI's for some employees. When an employee is returning to work after being out on an FMLA or medical leave of absence, he/she must provide a CPI indicating fitness for duty before returning to employment. The note may or may not contain restrictions.*

*If the note includes restrictions, the restrictions must be reviewed by the HCI Director and Director of Benefits to determine if the restrictions can be accommodated before the employee can return to work. HCI review is necessary to provide consistent accommodations district-wide. The employee should not be allowed to return to work until the restrictions are reviewed by HCI.*

## **RETURN TO WORK WITHOUT RESTRICTIONS**

- ❖ When an employee notifies the School/Dept. that they will be returning to work, the School/Dept. must notify HCI by sending an email to [LEAVEOFABSENCEAPPLICATION@rcsdk12.org](mailto:LEAVEOFABSENCEAPPLICATION@rcsdk12.org)
- ❖ When an employee provides a return to work note/CPI without restrictions the School/Dept. scans the note/CPI to [LEAVEOFABSENCEAPPLICATION@rcsdk12.org](mailto:LEAVEOFABSENCEAPPLICATION@rcsdk12.org)
- ❖ On the day that the employee returns to work, the school/dept. must confirm that the employee is physically in the building by sending an email to [LEAVEOFABSENCEAPPLICATION@rcsdk12.org](mailto:LEAVEOFABSENCEAPPLICATION@rcsdk12.org)

## **RETURN TO WORK WITH RESTRICTIONS (Temporary or Permanent)**

- ❖ Restriction requests must be provided before the employee returns to work according to the following:
  - 12 or less weeks – request must be received no less than 3 days before the employee's return to work date
  - 12 weeks to 6 months – Request must be received no less than 2 weeks before the employee's return to work date
  - 6 months or more – Request must be received no less than 30 days before the employee's return to work date
- ❖ When an employee provides a return to work note with restrictions to the School/Dept., the School/Dept. must scan the note to [LEAVEOFABSENCEAPPLICATION@rcsdk12.org](mailto:LEAVEOFABSENCEAPPLICATION@rcsdk12.org)
- ❖ The HCI Director and Director of Benefits review the restrictions and duration of the restrictions, determine if more information is needed, and whether the restriction can be accommodated .
- ❖ The HCI Director contacts the principal/supervisor to discuss the restrictions and ability to accommodate
- ❖ If the restriction can or cannot be accommodated, the Director of Benefits will send an email/letter to the employee with a copy to the principal/supervisor
- ❖ The employee should not be allowed to return to work until HCI determines if the restrictions can be accommodated.