

Absences & Leaves

Returning to Work after an Injury or Illness

These are the verification and notice requirements that occur when you are absent from work for five or more days due to an injury or illness:

- If you are off work for five or more days, a doctor's note is required.
- You must notify your supervisor and log the absence via Aesop each day that you are absent.
- If you will be absent for 10 days or more due to an illness or injury unrelated to work, Human Resources will send you information regarding long-term disability.

When you return to work

When you return to work after an absence of five or more days due to injury or illness:

1. You must provide Human Resources with a written release from your doctor that indicates the date you are released to return to work and whether or not you have any work restrictions.
2. If you are cleared to return to work without restrictions, Human Resources will email notification of the clearance to your department.
3. If you are cleared to return to work with restrictions, Human Resources will consult with your department to see if the restrictions can be accommodated.
4. If the restrictions can be accommodated, Human Resources will notify you and email your department that you have been cleared to return to work.
5. If the department believes that the restrictions cannot be accommodated, Human Resources will schedule a face-to-face meeting with you and your department supervisor to discuss your request to return to work.
6. You cannot return to work until formally cleared by Human Resources.