ILLNESS LEAVE – CLASSIFIED EMPLOYEE

PURPOSE:
This procedure is an outline only. Employees and Supervisors should refer to the employment agreement in force between the District and the employee’s bargaining unit. Also, reference Personnel Commission Rule #808 – Illness Leave, Personnel Guide B433 – Leave, Illness Procedures.

INITIATING A LEAVE OF ABSENCE

INITIATOR
• The employee obtains the required forms from the Campus Personnel Unit.
  o Forms required for initiation of illness leave
    ▪ Classified Service Leave of Absence Request (C1002-8)
    ▪ Attending Physician’s Statement (C305-7)
  o Forms required during illness leave
    ▪ Certification of Illness or Injury Card (60.82B) for each pay cycle, or part of a pay cycle.
  o Forms required for return from illness leave
    ▪ Permit to Return to Work (C961-2)
• The employee obtains the required information and signature from his/her physician on the Attending Physician’s Statement.
• The employee completes and submits both the completed Classified Service Leave of Absence Request and the Attending Physician’s Statement to his/her supervisor of acknowledgement/initials.

Authorization
• The supervisor checks the appropriate box on line 10 of the Classified Service Leave of Absence Request and initials this form to the left of the President’s signature line.
  o Supervisors must be aware of the appropriate labor agreements because some leave of absences are mandatory.
  o The Classified Service Leave of Absence Request and the Attending Physician’s Statement forms should be stapled together.
  o It is highly recommended that these two forms are to be time stamped upon receipt by the supervisor.
• The supervisor forwards the two forms to his/her Division Head of initials.
  o The Division Head initials to the left of the President’s signature line.
• The Division Head or supervisor forwards the two forms to the Campus Personnel Unit.
• The Campus Personnel Unit receives the forms, logs them in, and forwards the forms to the President for approval.
• The President signs/approves/the leave of absence and return the two forms to the Campus Personnel Unit.

RESPONSIBILITY
• The Campus Personnel Unit receives the two forms and enters the information into the database system.
  o The database system issued a reference number that is written on the top right side of this form.
• The Campus Personnel Unit forwards the forms to the District Office, Personnel Operations, Assignment Unit.
• The District Office, Personnel Operations, Assignment Unit processes the illness leave and mails a confirmation letter with instructions and blank forms to the employee. These forms are:
  o Attending Physician’s Statement
  o Classified Service Leave of Absence Request
  o Permit to Return to Work
• The Vice President of Administration receives a confirmation letter and forwards it to the Campus Personnel Unit.
• The Campus Personnel Unit notifies the employees’ supervisor of the leave via memo
• The Employee’s supervisor must continue to report a weekly time report with the appropriate code(s) for the employee
  o Supervisors must not allow employees to begin work without a copy of the Permit to Return to Work that is signed and date stamped by the Campus Personnel Unit.
• The employee submits a completed (signed by both the employee and the employee’s doctor) the Certification of Illness or Injury Card for each pay cycle, or part of a pay cycle, to the Campus Payroll Unit.
  o If an illness leave goes through 1 ½ pay cycles, two cards are required. If assistance is needed, the employee may contact the campus payroll assistant.

RETURN TO WORK FROM AN ILLNESS LEAVE

• The employee’s physician completed the bottom part of the Permit to Return to Work Form.
• The employee takes the Permit to Return to Work Form to the Campus Personnel Unit.
• The Campus Personnel Unit reviews and time stamps the Permit to Return to Work and a copy is given to the employee.
• The employee submits the copy of the Permit to Return to Work to his/her supervisor.
• The Campus Personnel Unit processes the Permit to Return to Work on the data base system.