

## REMINDER REGARDING MEDICAL LEAVE PROCEDURES

This is a reminder of the procedures that Mailroom employees are supposed to follow when they go out on a medical leave that extends for more than three days.

- Notify the Hire Office as soon as you know you will be absent for medical reasons. You are not required to share the reason for the medical leave with the Hire Office.
- If your absence lasts more than three days, contact Leave Manager @ (1-888-453-9472)
- Leave Manager will contact you within 24- 48hrs from the day your claim was called in. It is important that you return the call if you were not available when they called you.
- Leave Manager will explain their procedures to you and will send a packet of materials to your home address.
- When you receive the packet: **YOU MUST COMPLETE THE HIPPA DOCUMENT AND FAX IT TO LEAVE MANAGER IMMEDIATELY: (1-847-554-1650).**
- Once they receive the HIPPA document they will contact your MD to obtain the medical documentation required for approval of your claim.
- You must fax all medical updates to Leave Manager each time you go for a follow up visit. It is important to remain in contact with Leave Manager during your absence.
- Once your doctor clears you to return to work, you must contact Leave Manager. They will notify the Health Center and the Hire Office in order to obtain clearance for any work restrictions or to let us know you can RTW- Full Duty.
- On your first day back to work you must go to the Health Center **before** reporting to your Department to obtain a release to work slip.
- The Health Center coordinates with Veronica Bragg (Plant Administrative Assistant) for the personnel action form to be completed when you go out and return from medical leave. This is important to ensure your paycheck is correct!