

**IMPORTANT INFORMATION – PLEASE READ**

**Sick Leave/Fit for Duty/Wellness Day Reminders**

To ensure your sick leave claim form is processed in a timely manner, it is imperative that you follow the below guidelines.

- The Leave Team must receive your completed sick leave claim form as soon as possible but no later than 30 days from the first day of absence for approval consideration. Please allow for additional time in case further information is needed.
- You may be subject to a fit for duty examination by a Company doctor at the Company’s expense to determine your physical ability to return to work after being off due to a personal illness or injury. This exam is dependent on the nature of your personal illness or injury, your respective position and the length of your absence. **Prior to returning to work**, you must notify your supervisor and provide return to work documentation signed by your personal physician. Human Resources or your supervisor will contact you, if you are required to complete a fit for duty examination. The Company doctor will provide documentation, advising that you have successfully passed the fit for duty exam. Provide this paperwork to your supervisor upon returning to work.
- Preventive care and testing (e.g. routine colonoscopies) are not covered under sick leave benefits. To be considered for sick leave approval, you must be unable to work due to illness or injury. For preventive care, your “Wellness Day” should be utilized. **Preventive services must be done in conjunction with a preventive examination administered by a health care provider in order to be covered by a Wellness Day.**
- **The portion of the sick leave claim form marked “TO BE COMPLETED BY PHYSICIAN” can only be completed by a physician licensed to practice medicine, a licensed Nurse Practitioner, or a licensed Physician’s Assistant.** Do not check off, alter or complete any information in this area. Falsification of sick leave claim forms is subject to discharge.
- **Care from a Chiropractor or Optometrist is NOT covered.** Those who are authorized to complete a sick leave claim form for consideration of approval are as follows: a physician licensed to practice medicine, a licensed Nurse Practitioner, or a licensed Physician’s Assistant only.

- If you are unable to report to work at your next scheduled start time due to illness or other bona fide personal reason, you are required to notify your immediate Supervisor or Department Head as soon as the fact is known to you. This includes providing the date/time you will return to your stated schedule.
- When reasonable cause exists (not as a routine matter) the Leave Team may request a Records Release to the Chief Company Doctor. Upon request, you must sign the Medical Release Form and Chart Review and obtain medical records from your doctor for the period of time related to the sick leave absence in question. Failure to submit requested records to the company doctor within the requested two weeks may result in denial of sick leave benefits.
- Pursuant to an agreement dated June 1, 1996 with union leadership, the guidelines below apply to dental related conditions under Sick Leave Benefits.

**Considered for Payment**

1. Disability as a result of extractions of impacted wisdom teeth performed under general anesthesia.
2. Absences in connection with dental abscesses, serious infections or treatment of other serious dental diseases that render the employee disabled and unable to work as a result of the disease.
3. Absences in connection with emergency dental treatment resulting in the employee being disabled and unable to work. (ie: dental injuries, abscesses, emergency root canals, etc.)

**Not Considered for Payment**

1. Routine teeth extractions or multiple extractions preparatory to placement of dentures, partial dentures, bridges, etc.
2. Absences in connection with treatment of non-incapacitating dental conditions such as filling of cavities, other routine dental work, orthodontic procedures, treatment of gum diseases, etc.
3. Absences in connection with non-emergency pre-scheduled dental work or treatment even though the employee may be unfit for duty as a result of the medication, dental work or treatment rendered (ie; extractions preparatory to placement of dentures, treatment of gum *conditions* and diseases, etc.

If you have any questions, please contact Cindy Owen, Sick Leave Coordinator, at 219-647-4453 or your respective Human Resource Consultant.