

Employees who must be absent from work for sickness and other unavoidable reasons must report the fact to their Department Head as soon as possible prior to the commencement of their work period. Unreported or unauthorized absences are subject to disciplinary action including termination.

Department Heads are responsible for maintaining attendance records for their staff.

In the event that an employee is absent due to illness or injury for three consecutive scheduled shifts Department Heads shall notify the Human Resources Coordinator, who shall notify the third party provider immediately for early intervention. The third party provider will contact the employee to confirm absence and go through the return to work process.

The employee will be responsible for completing any forms and/or providing any medical documentation as required by the third party provider in order to have their absence approved. Any benefits they may be eligible for will only be paid to the employee upon approval. If there were any questions as to whether the third party forms need to be completed, it would be at the discretion of the Director, in conjunction with Human Resources.

The employee is responsible for obtaining the required documentation at his/her own cost. The employee shall be reimbursed for all reasonable costs of obtaining medical documentation forms required by the County's third party disability management provider, if the absence is supported through adjudication and by original receipts. If the claim is not supported, then the employee is not eligible to claim reimbursement.