

Sick Leave Reminders – Important Information

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

- The Sick Leave Coordinator 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 consideration of approval.
- **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.
- Preventive care and testing (e.g. routine colonoscopies) is 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.
- When reasonable cause exists (not as a routine matter) the Sick Leave Coordinator may request a Records Release to the Chief Company Doctor. Upon request, you must sign the Medical Release Form and Chart Review, 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.
- **The portion of the sick leave claim form marked "TO BE COMPLETED BY PHYSICIAN" can only be completed by your doctor.** Do not check off, alter or complete any information in this area. Falsification of sick leave claim forms is subject to discharge.

November 2016

- The practice with respect to dental-related absences shall continue to be administered as follows:

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 other questions, please contact Cindy Owen, Sick Leave Coordinator, at 219-647-4453.