

## **ABSENCE FROM WORK**

Employees who will be absent or late arriving to work **must** contact the appropriate department. Guidelines for reporting absences and late arrivals (who to contact and times to call, etc.) will be given by each department.

In case of prolonged absence due to sickness or injury, daily call procedures may be amended on the authorization of the employee's supervisor. Absence for three (3) consecutive days without notifying the designated department will justify immediate termination (no-call, no-show).

A doctor's release will be required and presented to the Benefits Department before returning to work for any absence of more than five (5) consecutive days. This doctor's statement must state "Full Duty - No Restrictions" or list required restrictions. The Mansfield ISD does reserve the right to check with the individual's doctor on an employee's work status and to determine if the employee can perform his/her assigned duties. An employee absent more than five (5) consecutive workdays because of illness in the immediate family shall present, upon return to work, medical certification of the family member's illness.

Any employee who has exhausted his/her sick leave will be required to have a conference with the supervisor in his/her department. During the conference, all the information and documentation on the absenteeism will be reviewed and a course of action will be determined.

Any employee's request for absence without pay will only be considered when **all** sick leave and accrued vacation days have been exhausted.

If the employee is unable to return to work after five (5) working days due to a **non-job related injury or illness**, it will be the responsibility of the employee to call the supervisor to report the employee's work status. All doctor's statements should be sent to the Benefits Department.

If the employee does not qualify for FMLA and does not return to work after fifteen (15) days from the last day of his/her sick leave, the position will be posted for all employees, and the position will be permanently filled (based on the immediate needs of the employee's department and the needs of the District). The inactive employee may reapply to the MISD Personnel Department for employment.

If the employee presents a doctor's statement stating "Full Duty - No Restrictions," he/she may return to duty when a job comes open or the employee is eligible for a vacancy existing in another department. If during inactive status the employee presents a full release to work, the employee may be assigned to the most suitable job available at that job's pay scale.

If an employee, who is sick or injured off the job and has not been granted or is not eligible for a leave of absence, does not return to work after fifteen (15) days from the last day of his/her sick leave, the employee will be terminated from employment.

If an employee appears to be having health difficulties in performing his/her job assignment, the MISD may send such employee for a physical examination. While off duty, the employee may be placed on sick leave (if available), if the employee's condition is based on an off-duty illness or injury, or on a pre-existing, work-related disability that has been resolved under Workers' 29 Compensation laws.

If the employee provides documentation from his/her personal physician that he/she can return to full duty, the MISD reserves the right to consult with another physician before allowing the return to work.

Failure to follow the above procedure will result in being dismissed from the MISD.