



Central Unified School District

Human Resources Department • 4605 N. Polk Avenue • Fresno, CA 93722 • (559) 274-4700 • www.centralunified.org

Protocol for Stress Leave

The Human Resources Department is providing steps to insure the safety and well-being of our employees. When an employee states they are under stress please adhere to the points below:

- Take stress seriously and have an understanding attitude of the employee's complaints. Discuss the stressor.... Can the stressor be reasonably dealt with or removed completely? Are the job demands reasonable, are deadlines manageable?
- Involve the employee in decision-making and allow for their input as much as possible.
- If employee is enrolled in the district's health plan, refer them to the district sponsored Employee Assistance Program (EAP).
- If employee is not enrolled in the district's health plan, then an administrative referral for services may be requested through Human Resources.
- If employee does not want to use the district's EAP and wants to file a claim for worker's compensation, send them to the district annex to speak with the district's insurance specialist. There they will complete an injury report and a worker's comp claim form and be referred to the district's worker's compensation physician for an evaluation.
- If the employee seems unstable or unable to drive safely, please refer to their emergency contacts to arrange transportation.
- If the employee does not wish to make this a worker's comp claim they may refer to their own physician.

I have read and understand the District's responsibilities and my own responsibilities for this situation.

Employee Name (printed)

Date

Employee Signature

Date