

EAST ORANGE SCHOOL DISTRICT
DIVISION OF HUMAN RESOURCE SERVICES

199 4th Avenue

East Orange, New Jersey 07017

Phone (973) 266-5777

Fax (973) 266-1085

www.eastorange.k12.nj.us

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Superintendent of Schools

Dr. Gloria C. Scott

Human Resource Manager

Marissa C. McKenzie
marissa.mckenzie@eastorange.k12.nj.us

M E M O R A N D U M

TO: All District Employees

FROM: Marissa C. McKenzie (M)
Human Resource Manager

DATE: August 24, 2015

SUBJECT: **Return to Work Procedure (after an Absence or Leave)**

Employees who are absent for reasons of personal illness, accident, or injury (after four or more consecutive days) must provide medical verification of their absence to the Division of Human Resource Services. **Moreover, you must report to Human Resource Services (no appointment necessary), whenever you return after the above mentioned reasons.** You will be seen by me or one of my designated Human Resource staff members.

The District reserves the right to require a medical statement after each day of absence. The statement must be written on appropriate medical stationery (letterhead or an Rx note) and must be an original.

The medical statement provided by your doctor must include the following information:

1. **Period of disability (specific dates)**
2. **Specific date for return to work**
3. **A statement regarding limitations or restrictions (must state “none” or specify the limitations or restrictions).**

You may also be required to provide written medical verification of your absence for any of the following reasons:

1. **You are excessively absent**
2. **Your absence pattern suggests an abuse of sick leave**
3. **There is a question about the legitimacy of the reason/s for your absence**
4. **There is a question about your ability to perform the duties of your position or assignment**

“Rising to a Standard of Excellence”

(Page 2)

Memo Dated August 24, 2015 to All District Employees

Re: Return to Work Procedure (after an Absence or Leave)

In addition, if you have been absent and are no longer entitled to pay, you must report to the Division of Human Resource Services for clearance to return to work. This will protect your entitlement to benefits and salary.

Finally, if you are returning from a pregnancy leave, child-rearing leave, family act leave, or any other Board approved leave (excluding professional leave) that does not necessarily require a medical statement, you must also report to the Division of Human Resource Services to make sure that your employment status is accurate.

Please Note: Employees with *restrictions* or *limitations* will not be permitted to return to work unless clearance is obtained by the Division of Human Resource Services. **There will be no exceptions.**

The above procedures apply to all employees and must be followed without exception. The District is obligated to permit you to resume your position, assignment, or responsibility only if you are medically able to do so.

MCM/apt

C: file