

Office of Transportation Services

To:

From: Katherine Nicholson, Coordinator of Training

Date:

Re: **Going on Long Term Leave**

- Must go on Long-Term Leave after missing 9 consecutive working days. Advance notice of long term leave, if known, **must be** provided to me as soon as you are aware your absence will be considered long term leave.
- Call **Human Resources**, 834-2500 Ext. 1500, to make appointment with **Meg Roberts for a long term leave conference**. This will ensure you are paid correctly while out on long term leave. Using your sick leave during long term leave must be approved by Human Resources and this will be accomplished in your long term leave conference.
- **You are responsible** to submit the long term leave papers to Human Resources.
- When going on Long Term Leave you must check in with **Health Services**, with paperwork from your doctor stating what type of Long Term Leave you are taking.
- You must sign a **“Release of Confidential Medical Information”** form to give permission for the release of all pertinent information concerning your long term medical leave to **Health Services**.
- If available to sign, must sign Payroll Change Notice form with *Transportation*.
- Have Long-Term Disability Request form and Physicians form filled out by your doctor and faxed to *Human Resources*; 834-2551, attention: **Meg Roberts**. **Again, this is YOUR responsibility.**
- When returning from Long Term Leave, **must** submit the release to work to **Human Resources**. If there are limitations listed by the doctor, **Human Resources** must approve your return to work.
- Must have doctor to sign **“Fitness for Duty”** form before returning to work.
- When returning from Long Term Leave, you must make an appointment within 5 working days prior to returning to work with **Health Services, 582-5125 Ext. 1838. Again, this is YOUR responsibility.**
- Must sign Payroll Change Notice form with Transportation before returning to work.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____



6921 North Roxbury Mill Road - Spotsylvania Va. 22551
Phone: 540.582.5125 - Fax: 540.582.8525

Office of Transportation Services

Updates on Long Term Leave

Date of call: _____ Time of call: _____ Person who received the call/made the call _____

Notes of conversation: _____

Date of call: _____ Time of call: _____ Person who received the call/made the call _____

Notes of conversation: _____

Date of call: _____ Time of call: _____ Person who received the call/made the call _____

Notes of conversation: _____

Date of call: _____ Time of call: _____ Person who received the call/made the call _____

Notes of conversation: _____

Date of call: _____ Time of call: _____ Person who received the call/made the call _____

Notes of conversation: _____

Date of call: _____ Time of call: _____ Person who received the call/made the call _____

Notes of conversation: _____
