

DISTRICT MANAGER  
HAWKEYE DISTRICT



January 3, 2002

CUSTOMER SERVICE SUPERVISORS:  
Des Moines Stations and Branches  
Hawkeye District Office – Ingram

SUBJECT: Documentation to Support Absences

In an effort to improve compliance with the documentation requirements to support absences, the Resource Management Office (RMO) will serve as the clearinghouse for all documentation, except for requests for scheduled sick leave. Documentation involves:

#### Scheduled Sick Leave Exception

For scheduled sick leave requests under the "scheduled sick leave" grievance procedure, employees must present the medical documentation to the manager on duty at the time. As stated in the grievance settlement, the medical documentation must be presented four (4) hours prior to the employee's scheduled time to report to work. The documentation must:

- Provide an explanation of the nature of the employee's illness or injury sufficient to indicate to management that the employee will be unable to perform his or her normal duties for the period of absence.
- Identify the period(s) of incapacity
- Be signed by the doctor

Please ensure the conditions outlined above are met prior to approval.

#### Other Requests for Scheduled Sick Leave (i.e., doctor or dentist appointments)

The ELM defines a scheduled absence as one that is requested and approved in advance. The supervisor retains discretion to approve/disapprove and to schedule/not schedule requests for sick leave to attend doctor and dentist appointments. *The decision on whether an absence is considered scheduled should be made based on operational needs.*

#### Documentation

The original, hardcopy documentation must be sent to the RMO at the address reported below. To assure the RMO receives the required documentation the day the employee returns to duty, the documentation may be faxed to 515-283-7597 up to February 1<sup>st</sup> by the employee, employee's physician, or employee's immediate supervisor or e-mailed by the employee's supervisor. After February 1<sup>st</sup>, fax it to 515-278-7639. If documentation is not provided, or it does not contain the information as stated above,

the leave may be charged to AWOL. (The employee may be allowed additional time to provide the documentation if the circumstances justify such action. This will be determined on a case-by-case basis. If approved, the AWOL will be changed to the leave requested by the employee and approved by the supervisor.)

Resource Management Office  
Bulk Mail Center  
4000 – 109<sup>th</sup> Street  
Des Moines IA 50395-9997  
Fax: 515-278-7639  
ccMail: Hawkeye RMD

Upon receipt of the original, hardcopy documentation, RMO personnel will notify all pertinent personnel as addressed below.

#### Return To Work (RTW)

RMO will send the original document to the OHNA, and will send a copy to the supervisor's office if light duty is requested. The OHNA will send an e-mail message to Hawkeye RMD when the employee has been cleared to return to work. The supervisor will notify Hawkeye RMD after the employee's limitations have been accommodated.

#### Family Medical Leave Act (FMLA)

Upon receipt of the original, hardcopy FMLA documentation, the FMLA Administrator will send the employee written notification within two business days that their request has either been approved or denied, and will send an e-mail to the employee's immediate supervisor. The RM database will be updated to reflect the decision.

#### Injured on Duty

For any employee who has filed a claim for an on-the-job injury and has medical documentation to support the claim, the documentation should be forwarded to the Injury Compensation Office. The employee, employee's physician, or the supervisor can fax the documentation to 515-251-2080. The original, hardcopy documentation must follow.

#### Other Documentation to Support Medical and Emergency Leave

The original, hardcopy documentation must be sent to the RMO at stated in this letter under "Documentation".



Joleen Baxa

cc: Norman W. Griese, Jr., Postmaster, Des Moines  
D. James Shipman, Manager, Human Resources  
Chris Chapman, Site Manager, Resource Management Office  
Dawn Baber, Occupational health Care Administrator