

**Human Resource Benefits & Compensation
Policy Protocol
HR.BNC.06 Medical Leave: Non-Occupational and Occupational
Effective: 03-20-18**

EMPLOYEE

How should an employee request Medical Leave?

It is the employee's responsibility to request a leave of absence from the Human Resources (HR) at least 30 days in advance of the medical leave or as soon as practicable.

If the employee has sustained a work-related injury or illness he or she should immediately notify their supervisor of the injury or illness and complete the Employee Incident Report unless the employer is otherwise aware. All requests for leave should include the following:

- The reason the medical leave is requested;
- The anticipated dates the medical leave will begin and end; and
- A completed Certification of Healthcare Provider.

What are the employee's responsibilities while on a Medical Leave?

- Comply with all terms and conditions of any leave granted.
- Make arrangements to pay benefit premiums when appropriate.
- Provide periodic updates to HR at least every 30 days concerning the employee's status and expected date of return.
- Promptly report any changes to the leave of absence to HR. The employee should advise HR of release to return to work early or the employee is requesting an extension of leave.

What is the return to work process?

Before returning to work following a medical leave, the employee should submit a healthcare provider's release with two weeks advance notice of the date the employee intends to return to work stating the following:

- The date the employee is able to return to work full duty; Or
- The date the employee is able to return to work with restrictions and the period of time those restrictions will be in effect.

SUPERVISOR

What are the Supervisor and Department Head/Director responsibilities?

- Direct employees to consult with HR on the terms and conditions of medical leave.
- In response to a work-related injury or illness:
 - a. Supervisor completes his or her portion of the Employee Incident Report and submits the report to the Workers Compensation Coordinator within 24 hours from the time of injury or illness.
 - b. Direct employees to the Employee Health Nurse/First Responder/Worker's Compensation Coordinator once notified of a work-related injury or illness.

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- Communicate with the HR Leave Representative during leave and follow any directive from HR regarding the employee's return to work.

HUMAN RESOURCES

What are the Human Resource Leave Representative's responsibilities?

- Initiate a leave of absence if an employee is absent from work due to a serious health condition or injury sustained on or off the job.
- Review potential applicability of HR.BNC.07 Family and Medical Leave (FMLA), and any state and/or local regulations to ensure compliance with all applicable provisions.
- Assist employees seeking a medical leave.
- Designate leave requested as medical leave when appropriate and ensure that all communications with an employee on a medical leave are delivered in writing, and, where necessary, by certified mail to the employee's last reported address.
- Provide guidance and support to supervisors in connection with leaves under this policy.
- Inform the supervisor of any return to work changes.
- Process the Personnel Change Notice (PCN) or equivalent when the employee's status changes and file in the employee's personnel file.
- Maintain all healthcare provider and related medical documentation in the employee health file.
- Administer leave in accordance with the guidelines established for the leave and all legal requirements, including accommodations under the Americans with Disabilities Act. Refer to HR Policy HR.EHP.06 Disability Accommodation.
- Work with the employee to reconcile any overpayment or underpayment in relation to benefit premiums.
- Consult with Legal before terminating any employee on a medical leave.
- If employee is released to return to work with restrictions, refer to HR Policy HR.EHP.06 Disability Accommodation.

OCCUPATIONAL HEALTH/WORKERS COMPENSATION COORDINATOR

What are the Occupational Health / Workers Compensation Coordinator's responsibilities?

- Ensure an Employee Incident Report is received from the employee's supervisor with all sections completed.
- Refer the employee to a preferred occupational provider when appropriate and assist the employee in obtaining emergency medical care if necessary.
- If the employee's work-related injury or illness requires medical treatment beyond first aid, report to Tenet's Third Party Administrator within 72 hours.
- Notify HR when or if the following occurs:
 - a. The employee is losing time from work due to the work-related injury or illness.
 - b. An employee has been released to return to work full duty or with restrictions.

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- c. A Work Status Report or any legal documents are received in reference to the employee's work related injury or illness.