



MALONE CENTRAL SCHOOL DISTRICT

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www.malonecsd.org

Jerry Griffin Superintendent	Cynthia Reyome Business Manager	Rhonda Poirier District Treasurer	Arlington Collins Board President
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TO: MCSD Employees

FROM: Cynthia A. Reyome, Business Manager *CR*

DATE: October 11, 2017

RE: Medical documentation for illness or injury

The following procedures are to be utilized by all Malone Central School District employees if they are unable to report to work due to illness or injury.

If an employee is unable to report to work because they have been either taken out of work by their physician or have restrictions placed on them by their physician they must immediately submit medical documentation to their immediate Supervisor, which will then be forwarded to the Business Manager.

During the time the employee has restrictions or is taken out of work by their physician, they cannot report to work. The employee should review their Collective Bargaining Agreement and available leave time to determine eligibility for usage. Employees are also encouraged to call me directly to assist them.

Illness or injury may also result in Family Medical Leave eligibility. Each case will be examined on a case-by-case basis by the Business Manager. If you believe you are eligible for FMLA, please contact the Business Manager to discuss eligibility and benefits.

Upon returning to work, all employees must provide additional medical documentation to their immediate Supervisor, which will then be forwarded to the Business Manager.

All provisions as outlined in the employees respective CBA or other Human Resources procedures which outlines leave availability, will continue to be adhered to as agreed to.

If you have any questions, please contact me at your convenience.