SICK LEAVE CHECKLIST

If your doctor has recommended that you stop working for medical reasons, please review the checklist below as a guideline for what you should do and can expect during your leave:

- ☐ Notify your location that you will be out on extended sick leave.
- ☐ If you report absences in the automated system, use absence code (04).
- ☐ Print SEH3 absence forms and submit one for every pay period when your leave exceeds 3 consecutive days. You must continue to submit SEH3 absence forms until you return to work. (Review the payroll schedule to help you complete the Employee section of the form.)
- ☐ Wait to receive an appointment letter to meet with the School District physician (we will mail the letter to your home address).
- ☐ Attend the scheduled appointment with the School District physician and bring a detailed medical report with you. The medical report should include your diagnosis, treatment, estimated length of sick leave and any additional information your physician feels it is necessary to provide.