

SICK LEAVE CHECKLIST

If your doctor has recommended that you stop working for medical reasons and you will be out of work for more than 3 consecutive days, please review the checklist below for what you should do and can expect during your leave:

- Notify your Administrator or Supervisor that you will be out on extended sick leave
- If you report absences in AESOP, use absence code (04) when your leave begins
- Get SEH3 absence cards from your school office or download the form from the School District's website
- Submit the original completed SEH3 absence card via mail or drop off at the end of each pay period during your leave
- Wait to receive an appointment letter to meet with the School District physician (we will mail the letter to your home address) *If your doctor clears you to return to work **before** you receive the appointment letter, call our office to schedule a return to work appointment (215.400.4660)
- 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.