

Memorandum from
OFFICE OF THE SUPERVISOR
Department of Personnel and Labor Relations

The following procedures are to be followed by employees who are out as the result of a workers compensation injury:

1. Employees will sign in between 9:00 and 10:00 a.m. at the Safety Office, 100 Carleton Avenue, East Islip.
2. Employees with permission to call in will call the Safety Office, 224-5636, between the hours of 9:00 and 10:00 a.m. If driving is not permitted, there should be no driving for any reason, not even to go to the doctor.
3. Doctor's notes should be given to the Safety Office stating the following:
 - (A) Nature of disability
 - (B) Date of next doctor's appointment
4. Paychecks are to be picked up at the Safety office on Friday.
5. When you get a return-to-work note from your Doctor stating that you can return to work (full duty), bring it to the Personnel office for release.

Please note - when you return to work, all doctors' visits must be scheduled on your own time, not during work hours. If an appointment cannot be scheduled before or after work hours, you will have to use your sick time.

If you have any questions or problems, please call Peggy Hill at 224-5519 in the Personnel office.

PLEASE NOTE, FAILURE TO COMPLY WITH THE ABOVE COULD RESULT IN NOT BEING PAID FOR THE DAY.

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This is to acknowledge receipt of the Compensation Procedures as outlined by the Personnel Office.

I have read and fully understand the compensation rules and regulations.

Print Name

Signature

Date