

## **NON-WORK RELATED INJURIES OR ILLNESSES**

The School District is unable to offer light duty assignments for *non-work* related temporary injuries or illnesses. If an employee is unable to report to work as a result of a non-work related injury or illness, the employee has the option to:

1. Use any accumulated sick or annual leave (PBSD 0032),
2. Apply for an unpaid Leave of Absence (PBSD 1666),
3. Apply for leave under the Family Medical Leave Act (PBSD 2312), or
4. Use the short or long term Disability Income Protection if employee previously purchased such benefit (Risk & Benefits Management at 561/434-8580).

The above options are considered approved leaves pursuant to Florida Statutes 1012.67 and School Board Policy 3.80. All contract provisions would continue to be in effect throughout the leave.

Employees should not report back to their work location until they notify their supervisor and submit a doctor's note releasing them to return to work on full duty. Employees whose injuries are or may become permanent or who are returning to work with restrictions should be referred to the ADA Coordinator (561/434-8637) who will determine whether or not the employee qualifies for any accommodations under the Americans with Disabilities Act Amendments Act (ADAAA).

The attached sample letter should be issued to employees with *non-work* related injuries or illnesses who are unable to perform the essential functions of their jobs. Schools that need additional assistance in the implementation of these guidelines may contact their Area HR Relationship Manager who can be reached through the Area Office or via HR Customer Relations at 561/357-7530. Departments needing assistance may contact the Leave Office (561/432-6393) in the Compensation & HR Planning Department.

**(See Sample Letter on page 2)**

# **SAMPLE LETTER FOR NON-WORK RELATED INJURIES OR ILLNESSES**

## School/Department Letterhead

Date

Employee Name  
Home Address  
City, State Zip Code

Dear \_\_\_\_\_:

You have provided medical documentation that indicates you have restrictions which may affect your ability to do your job. If you are unable to perform the essential functions of your job due to the medical restrictions, you may take one of the following options which are approved leaves pursuant to Florida Statutes 1012.67 and School Board Policy 3.80:

1. Use unused sick and/or annual leave days (PBSD 0032),
2. Apply for an unpaid Leave of Absence (PBSD 1666),
3. Apply for Family Medical Leave (PBSD 2312), or
4. Apply for short/long term disability if previously purchased as a benefit (contact Risk & Benefits Management at 561/434-8580).

If you decide to take any of the leave options outlined above, it is your responsibility to notify your supervisor when you are ready to return to work. You will be required to submit a doctor's note stating that you are able to fully resume work on or before the date you return. Should your physician need a copy of your job responsibilities to determine your capability to perform the assigned functions, you may request a job description be sent to your physician by calling the HR Customer Contact Center at 561/434-8777.

If your impairment is permanent and you feel that it may qualify as a disability per the Americans with Disabilities Act Amendments Act (ADAAA), please contact the ADA Coordinator (561/434-8637) who will determine if you are eligible for any accommodation.

Sincerely,

Principal/Supervisor

Employee Signature of Receipt \_\_\_\_\_ Date \_\_\_\_\_

Questions? Contact the Leave Office.  
Procedures updated 8/2009