



**TO:** All Custodial Staff and Central Maintenance Staff

**FROM:** Tim Rybak & Dave Kusinski

**DATE:** December 9, 2014

**RE:** Medical Proof of Illness Guidelines

**If you are calling in sick please call your appropriate Building Chief/Lead or Supervisor. Chiefs and Central Maintenance should also call the B&G office number 952-806-8760 and leave a voice mail. No call is a no show.**

**You must complete a Leave of Absence Request Form (from HR) for a medical absence of more than 4 workdays.**

#### 8.1.2 Medical Proof of Illness Guidelines

**a. Definitions:**

1. Sick Leave Incident (SLI): one or more consecutive days of sick leave absences.  
*(Anytime you are absent based on illness or illness of qualified relative)  
(Pre-approved doctors, dentist or chiropractor appointments are not SLI)*
2. Medical Proof of Illness (MPI): a note from a medical provider treating an illness, i.e. Physician, nurse practitioners, chiropractor.
3. Monitoring Period: twelve (12) consecutive months starting after an MPI is required.  
*(Any 12 month period triggered by an event (or events) below)*

b. An MPI is required when (1) an employee has a third SLI without an MPI within a period of ninety (90) calendar days, (2) for an SLI of five (5) or more consecutive workdays, and (3) for any SLI during a Monitoring Period.

c. Employees are required to turn in an MPI to their supervisor on the first day back to work after a SLI.

d. If employees fail to turn in a required MPI, the SLI will be treated as an unpaid leave of absence and they may be subject to discipline.

e. At any time, the District may require an employee to furnish a medical proof of illness, if the District has reason to believe that the employee is abusing sick leave.

#### ***When is a MPIs required from you?:***

1. *When you have 3 SLIs without MPIs within 90 consecutive calendar days, monitoring period starts from the date of the 3<sup>rd</sup> SLI. Once a monitoring period starts a MPI is needed for any SLI during the monitoring period. (monitoring 12 months)*
2. *Any SLI of five (5) or more consecutive workdays*
3. *For any SLI's used before or after a holiday in order to qualify for holiday pay*

## **What do you do with the MPI?:**

Employees are required to turn in your **MPI** to your chief custodian or B&G on your first day back to work after your **SLI**. Within 24 hours of returning to work you need to enter you leave into **MyLeave** (comment section write "Doctors note" if you have one)  
Chiefs/B&G will verify doctors note when approving **MyLeave**

## **What happens if you don't turn in a required MPI?**

Your **SLI** will be treated as an unpaid leave of absence and you may be subject to disciplinary action.

At any time, the District may require an employee to furnish a medical proof of illness, if the District has reason to believe that the employee is abusing sick leave.

## **BLOOMINGTON CUSTODIAL/TRANSPORTATION CONTRACT**

**July 1, 2013 - June 30, 2015**

### **8.1 Sick Leave**

Employees working twenty (20) hours a week or more will accrue sick leave at the rate of one (1) day per month. Sick leave is accrued but cannot be used during the first ninety (90) days of employment. Unlimited accrual of sick leave is permitted. Sick leave must be used in minimum amounts of one (1) hour and must be used in full hour units. Sick leave may be used only for personal illness, personal illness of immediate family members per State and Federal law, death or serious illness in the immediate family as provided in Sections 8.2 and 8.3. A limited amount of sick leave may be used for necessary dental or medical care.

**8.1.1 Advance Notice:** In order to be eligible for sick leave, all employees must notify the District of the absence in advance of the start of their shift. In order to have enough time to find substitutes, first shift custodial employees and transportation employees must give at least one (1) hour notice and second and third shift custodial employees must give at least three (3) hours' notice.

### **8.1.2 Medical Proof of Illness Guidelines**

#### **a. Definitions:**

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  2. Medical Proof of Illness (MPI): a note from a medical provider treating an illness, i.e. physician, nurse practitioners, chiropractor.
  3. Monitoring Period: twelve (12) consecutive months starting after an MPI is required.
- b. An MPI is required when (1) an employee has a third SLI without an MPI within a period of ninety (90) calendar days, (2) for an SLI of five (5) or more consecutive workdays, and (3) for any SLI during a Monitoring Period.
- c. Employees are required to turn in an MPI to their supervisor on the first day back to work after a SLI.
- d. If employees fail to turn in a required MPI, the SLI will be treated as an unpaid leave of absence and they may be subject to discipline.
- e. At any time, the District may require an employee to furnish a medical proof of illness, if the District has reason to believe that the employee is abusing sick leave.

### **8.5.5 Other**

D. Holiday Pay Qualification: To qualify for holiday pay, an employee must work the scheduled work day before and the scheduled workday after the holiday occurs, unless previous arrangements have been approved. Vacation and excused illness are examples of this exception.