



MSDE Sick Leave Review Form

Employee Name: _____

Workday #: _____ Agency Code: _____

- ☐ A review of your leave record indicates that you had **6** undocumented occasions of sick leave for the period of _____ to _____.
begin date end date
- ☐ A review of your leave record indicates that you a consistent pattern of maintaining a zero or near zero balance of sick leave without documentation of the need for such relatively high utilization.
- ☐ A review of your leave record indicates that usage is appropriate.

Supervisor Signature

Date

Steps Taken to Control Sick Leave Usage

- ☐ Orally counseled Employee on _____.
(To be kept in supervisor's working file)
- ☐ Written counseling of Employee on _____.
(Send to Andrea Bentley, Director of Employee Relations and Services - for inclusion in employee's personnel file – Human Resources Branch)
- ☐ One-Day Documentation Requirement imposed for period of _____ to _____.
(Esther Salako, Manager of Employee Relations for inclusion in employee's medical file)
(Copy to Andrea Bentley)
- ☐ Refer to State Medical Director for Workability.
(Contact Andrea Bentley regarding referrals)
- ☐ Impose other disciplinary action.
(Prior to imposing discipline contact Esther Salako or Andrea Bentley)

Employee's Signature

Date

Instructions for Supervisors Conducting Review

Each supervisor may counsel employees who have had 6 or more undocumented occasions of sick leave usage in a 12-month period. **Supervisors may not include sick and safe usage in the tally of undocumented usage.** Any sick leave or in-lieu of sick leave taken that is not supported by medical documentation regardless of the duration is considered an occasion of undocumented sick leave, unless the employee has a current FMLA or medical documentation in their Personnel Medical File verifying a “Chronic Medical Condition.”

An employee who works less than his/her full work day due to having to provide care for a member of the employee’s immediate family shall not be required to provide documentation and the absence is not considered an occurrence of sick leave.

Because of the deadline submission for timesheets an employee may have been coded undocumented sick leave for an absence and when the employee returned to work they submitted documentation for the absence but the original submission of the timesheet was never changed. It is the supervisor’s responsibility prior to meeting with their employees to ensure that the information generated on the report is accurate and that the employee in fact did have 6 or more undocumented occurrences of sick leave usage.

- Notes regarding oral counseling are to be kept in a supervisor’s working file.
- Written counseling of an employee’s sick leave usage for employees are to be sent to Andrea Bentley, Director of Employee Relations and Services, for inclusion in the official personnel file.
- One-day documentation requirements are to be sent to Esther Salako, Manager of Employee Relations, for inclusion in the employee’s medical file. If you are unsure if an employee may be placed on a one-day documentation requirement, contact Andrea Bentley.
- Referrals to the State Medical Director for Workability Exams – Questions regarding referrals to State Medical Director should be directed to Andrea Bentley.
- Prior to imposing any form of discipline on an employee for sick leave usage, you must contact the Employee Relations Unit.