

Steven E. Wenzel
Senior Plant Manager
Des Moines Processing and Distribution Center



December 21, 2001

Managers, Distribution Operations
Supervisors, Distribution Operations

Subject: Documentation to Support Absences

In an effort to improve compliance with the documentation requirements to support absences, the Resource Management Office (RMO) will serve as the clearinghouse for all documentation, except for requests for scheduled sick leave. Documentation involves

Scheduled Sick Leave Exception

For scheduled sick leave requests under the "scheduled sick leave" grievance procedure, employees must present the medical documentation to the MDO on duty at the time. As stated in the grievance settlement, the medical documentation must be presented four (4) hours prior to the employee's scheduled time to report to work. The documentation must:

- Provide an explanation of the nature of the employee's illness or injury sufficient to indicate to management that the employee will be unable to perform his or her normal duties for the period of absence.
- Identify the period(s) of incapacity
- Be signed by the doctor

Please ensure the conditions outlined above are met prior to approval.

Other Requests for Scheduled Sick Leave (i.e., doctor or dentist appointments)

The ELM defines a scheduled absence as one that is requested and approved in advance. The supervisor retains discretion to approve/disapprove and to schedule/unscheduled requests for sick leave to attend doctors and dentist appointments. The decision on whether an absence should be considered scheduled should be made based on operational needs.

Documentation

The original, hardcopy documentation must be sent to the RMO at the address reported below. To assure the RMO receives the required documentation the day the employee returns to duty, the documentation may be faxed to 515-283-7597 up to February 1st by the employee, employee's physician, or employee's immediate supervisor or e-mailed by the employee's supervisor. After February 1st, fax it to 515-278-7639. If documentation is not provided, or it does not contain the information as stated above, the leave may be charged to AWOL. (The employee may be allowed additional time to provide the documentation if the circumstances justify such action. This will be determined on a case-by-case basis. If approved, the AWOL will be changed to the leave requested by the employee and approved by the supervisor.)

Resource Management Office
Bulk Mail Center
4000 - 109th Street
Des Moines IA 50395-9997
Fax: 515-278-7639
ccMail: Hawkeye RMD