Employee Absences – Important Information

- Absences exceeding 20 workdays require submission of an original Leave of Absence Request packet and must cover the entire absence. The same forms can be used to request leave extensions, if necessary.

- A complete Leave of Absence Request packet consists of the following:
  1. Leave of Absence Request for Classified Employees (Mandatory Leaves) - (PC Form 5006, Rev. 01/17)
  2. Attending Physician/Health Care Provider Statement (Mandatory Leaves) - (PC Form 5166, Rev. 09/12)
  3. Certification/Request of Absence for Illness, Family Illness, New Child – (Form No. 60.I LL, Rev. 07/01/16)

- Employees are responsible for requesting and then submitting appropriate absence forms in a timely fashion. Failure to do so may result in non-payment of absence benefits or termination of employment. Medical documentation submitted for FMLA designation does not replace Leave of Absence documents.

- Absences resulting from work-related injuries (Workers’ Compensation) must be supported by medical documentation at all times, regardless of length of absence. Contact the Personnel Unit for all WC absences.

- Medical documentation must contain arrival and departure times for partial day absences relating to medical appointments for treatment or follow-up of work-related injuries. Generally, employees are allowed up to 30 minutes travel time to/from the doctor’s office.

- Employees returning from a leave of absence or work-related injury absence must clear through Personnel before returning to work.

- Employees needing a Return-To-Work and/or DL 51 physical must be prepared to disclose medical conditions, medications, lab results, medical tests, etc. with the physician. Employees under a physician’s care must provide a signed doctor’s note stating they are fit and approved to operate a commercial vehicle (if applicable).

- A complete Return-To-Work packet for returning from an official leave of absence consists of the following:
  1. Notice of Intent to Return to Work – (PC Form 5178, Rev. 09/12)
  2. Return to Work Information Following an Industrial/Illness Leave (Safety Sensitive classifications only) – (Form 78.255, Rev. 08/07/12)
  3. Both forms must have been completed by the doctor within two weeks of the return date

- Employees attempting to return to work with restrictions/requests for duty modifications must provide medical documentation providing detailed descriptions which must be approved by the Personnel Unit before the employee returns to work. Employees with restrictions/medications that are not approved will need to extend their leave of absence until the restrictions are removed or adjusted enough to be approved and the employee allowed to return to work.

- Employees in safety-sensitive classifications, who are absent in excess of 20 days, may be required to clear with a District approved medical facility and will be sent for drug-testing. NO CHILDREN SHOULD BE BROUGHT unless another adult is available to supervise.

- The Return-To-Work Clearance process may take up to 2 – 3 hours for safety sensitive classifications. Non-safety-sensitive classifications should contact the Personnel Unit in advance for instructions.

- All absence forms submitted must be accurate, original forms, completed in full, and contain no alterations or white-out.

The above is only a partial list of information relating to employee absences. Additional information can be found in the unit bargaining agreements, Personnel Commission rules, Employee Handbook, School Bus Driver Manual and by contacting the Transportation Services Division Personnel Unit at (213) 580-2970. Situations not addressed above should be brought to the attention of the Personnel Unit staff via phone or in person immediately.

Be informed and be proactive. Protect your job and your pay.