DOCUMENTATION FOR PRIOR APPROVED SICK LEAVE

(OF MORE THAN 4 HOURS FOR CSEA, PEF, C-82 and M/C OR FOR ANY AMOUNT OF TIME FOR NYSCOPBA)

The documentation is mandatory and must be submitted IMMEDIATELY upon return to duty. Failure to provide this documentation upon return to duty will result in the absence being assessed an AWOL. Upon the second instance of failure to provide adequate documentation, the employee shall be subject to discipline.

EMPLOYEE'S NAME: _____

LOCATION OF APPOINTMENT: (if not previously submitted on an appointment card)

_____

_____

_____

TIME OF APPOINTMENT: (if not previously submitted on an appointment card)

_____

TIME APPOINTMENT COMPLETED:

_____

_____

Signature of Medical Provider of Designee

_____

Date Signed

An alternate form may be used for documentation but all of the required information must be included. All documentation and appointment cards are subject to verification.

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