

Fri 4/24/2009

Excerpts from NJ TRANSIT's Medical Policy 3.22

Non-Occupational Illness or Injury

Employee's Responsibility

The employee is required to stay in contact with his/her immediate supervisor during his/her absence in order to keep the supervisor informed as to his/her availability for work. Bus Agreement employees are required to submit a return to work note to their supervisors after three (3) consecutive working days have been missed.

All other employees are required to submit a return to work note to their supervisors after five (5) consecutive working days have been missed.

A physician's certification form (Exhibit 6) must be completed and sent to Medical Services at least every 30 days. The certificate must contain the following information:

The employee's name

The diagnosis and the date the illness/injury began

Date the services began and terminated

Disposition and expected date of return to work

Name, address, telephone and specialty of the physician.

Medical Services has the right to request a physician's note or certificate at any time. A request for medical documentation shall not in itself be deemed to be a disciplinary action. However, failure to provide such documentation to Medical Services and/or failure to appear when summoned will result in denial of sick leave payment and will lead to disciplinary action up to and including termination of employment.

A return-to-duty physical examination and/or evaluation by an NJ TRANSIT physician may be required before an employee may return to work after an absence of ten (10) or more consecutive working days. This examination/evaluation must be completed before the employee will be permitted to return to work.

If an employee is absent for thirty (30) consecutive work days or longer and is unable to return to work, the employee must submit a physician's certificate or note to Medical Services providing the information described above. The employee may be required to undergo a physical examination and/or evaluation by an NJ TRANSIT physician each month as long as the employee is unable to work. However, the employee's supervisor and/or Medical Services maintain(s) the right to request a physical examination and/or evaluation at any time.

Failure to comply with a requested physical examination or evaluation will be reported by Medical Services to the appropriate supervisor and will lead to disciplinary action up to and including termination of employment.

Supervisor's Responsibility

The employee's immediate supervisor is responsible for staying in contact with an absent employee during the course of the employee's absence. The supervisor will forward any physician's certificates or notes submitted to him/her to Medical Services.

Medical Services Department's Responsibility

The Medical Services Department or a physician designated by Medical Services will examine the employee and determine if the employee is medically fit to return to work.