

Sickness Absence



What Every Sandia Employee Should Know...

- ☐ An employee who has been absent or expects to be absent due to illness for **7 (seven)** consecutive calendar days including 9/80 Fridays, weekends, holidays and the winter shutdown, is responsible for the following:
 - Visit a personal health care provider (not a Sandia physician) within the first **7 (seven)** calendar days of an absence.
 - Turn in a Physician's Certificate of Disability (PCD) within two weeks of the beginning of the absence. (Mail Stop 9112, Fax: 294-2392)
 - An employee absent for any period of time due to any of the following scenarios must return to work through the CA Health Services Clinic (8527):

<ul style="list-style-type: none"> Surgical Procedure Work related illness or injury Wear a dosimeter and undergone nuclear medicine procedure An injury that may affect your job performance Requested by Health Services Center 	<ul style="list-style-type: none"> Hospitalization Heart or Psychiatric conditions Evaluated by outside facility for potential exposure Requested by manager to do so Are a participant in any medical certification Program: HRP, CDL, Crane & Hoist
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- Return to work by the date specified on the original **PCD** through the CA Health Services Center Monday-Friday, 8:00am - 4:00pm
- To download a PCD form... <http://www-irn.sandia.gov/corpdata/corpforms/4560g.doc>
- To view Physician Certificate of Disability requirements from the Sickness Absence Plan... <http://www-irn.sandia.gov/corpdata/corpforms/4560g.doc>
- An employee who is unable to work full days and charges sickness absence in partial day increments for a period of time greater than 5 consecutive work days must report to the CA Health Service Clinic, B925 for partial day work restriction evaluation.

*IMPORTANT CHANGE:

- For absences of eight or more calendar days, file a Claim for State Disability Insurance (SDI) benefits with the State of California (DE 2501). A copy of the Claim of Disability Insurance Benefits – Doctor's Certificate (page 3 of form DE 2501) will be accepted in lieu of a Sandia PCD. Sandia's Sickness Absence Plan (SAP) remains primary coverage for first seven calendar days.
- For step by step procedures see [SAP SDI Employee Procedures.doc](#)

- ☐ An employee who is absent greater than 40 hours in a calendar month must return to work through The Health Services Clinic and provide a PCD. For more information on return to work guidelines, please go to: <http://www-irn.sandia.gov/corpdata/esh-manuals/mn471001/c16.htm>

- ☐ A Medical Case Manager (MCM) is your point of contact regarding medical related issues:

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| <ul style="list-style-type: none"> ▪ Sickness Absence Time Charges ▪ Work-related Injuries and Guidelines ▪ Physicians Certificate of Disability ▪ Fitness for Duty Process | <ul style="list-style-type: none"> ▪ Return to Work / Accommodations ▪ Medical Restrictions ▪ Long Term Illness ▪ Frequent Short Term Illness |
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Other resources:

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| <ul style="list-style-type: none"> ▪ CA Medical Case Manager ▪ CA Health Services Clinic ▪ CA Absence Management Coordinator ▪ CA Employee Assistance Program | <ul style="list-style-type: none"> 294-3806 294-2700 294-3021 294-2200 |
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