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AM-204-15-1

m ***Requesting Extended Sick Leave***

RESPONSIBILITY

ACTION

EMPLOYEE

1. Inform agency head of need for extension of sick leave. Specify nature of illness. This extension request may be made orally, or in writing. (A relative or acquaintance of the employee may make the request if the employee is unable to do so.)

AGENCY HEAD

2. Review request and make initial agency evaluation:
 - a.) If disapproved, inform employee of decision and state reasons. Procedure ends here.
 - b.) If approved:
 - Complete Part I of a REQUEST FOR EXTENDED SICK LEAVE (28-1608-5116).
 - Retain "Agency Copy #1," and forward remainder of form to the employee's physician.

ATTENDING PHYSICIAN

3. Complete Part II of request form, and return all copies to the agency head.

AGENCY HEAD

4. Review doctor's report and make final agency evaluation of employee's request:
 - a.) If disapproved:
 - Complete Part III of form.
 - Retain original (top sheet) of form for files, and destroy all other copies.
 - Notify employee of decision, and explain reasons for disapproval.

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- Procedure ends here.
- b.) If approved:
- Complete Part III of form.
 - Obtain 1 copy of the employee's attendance records or prepare 1 copy of a detailed report of the employee's sick leave usage. (This record or report must cover the past five 5 year period.)
 - Remove and file "Agency Copy #2." Send the remaining unseparated pages of the request (plus 1 copy of the employee's attendance record or sick leave usage report) to the Civil Service Commission.

CIVIL SERVICE COMMISSION

5. Evaluate doctor's report and employee's request, and approve or disapprove request:
- a.) If disapproved:
- Complete Part IV of form.
 - Retain "Civil Service Commission Copy" for files, destroy "Payroll Copy", and forward "Agency Copy #3" to the requesting agency.
- b.) If approved:
- Complete Part IV of form.
 - Retain "Civil Service Commission Copy" for files, return "Agency Copy #3" to the requesting agency and forward "Payroll Copy" to Central Payroll Division, Bureau of Accounting Operations.

CENTRAL PAYROLL

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DIVISION

6. Note dates approved for records, and retain copy in file.

AGENCY HEAD

7. a.) If extension is disapproved, notify employee of this action, and file “Agency Copy #3”. Procedure ends here.

b.) If extension is approved, notify employee of this action, file the “Agency Copy #3”, and notify the agency’s payroll clerk to mark sick leave code on attendance sheets for the period approved by Civil Service.