



Return to work from an approved leave of absence through SCL Health Medical Leave Vendor:

Return-to-Work from Maternity Leave –

- Associate is required to contact SCL Health Medical Leave vendor, department manager, and SCL Health Leave Medical Leave team of the date you plan to return to work 7 calendar days in advance of returning to work. This ensures correct codes are entered in Kronos and correct active status in Lawson.

Return-to-work release note not required for Maternity Leaves UNLESS:

1. Return-to-Work is with restrictions or
2. Return-to Work is less than 6 weeks for normal delivery and less than 8 weeks for surgical delivery or
3. Complications post-delivery.

All Other Return to Work:

- Associate is required to contact SCL Health Medical Leave team (855-824-6309), vendor, and, department manager of the date you plan to return to work 7 calendar days in advance of returning to work.
- **Preferably Two (2) days or more prior to return-to-work, you must submit to SCL Health Medical Leave team the vendor's Fit for Duty Form and/or your provider's return to work release to fax 855-266- 6176.**
- **Managers must receive a return to work email notification from either SCL Health Medical Leave team of an associates release to work prior to their scheduled return to work date, unless it is related to a maternity leave. See above regarding maternity leave return to work.**
- **Call SCL Health leave vendor and manager immediately if the planned return to work changes from the approved certification (either associate returns to work earlier or an extension of leave is requested).**
- Contact SCL Health leave vendor and SCL Health Medical Leave team at 855-824-6309 if you are requesting a return to work with restrictions. SCL Health will determine if a reasonable accommodation can be made based on business needs.
- Associates must be able to perform the essential functions of their job with or without reasonable accommodations to be able to return to work. Associates are to communicate with their provider what their job position is and explain their essential functions.
- Associates are required to keep SCL leave vendor and their manager up-to-date regarding their return to work status. Associates are not required to discuss their personal health information with their manager.
- Associates are to discuss with their provider their medical condition, treatment plan, and return-to-work plan and to update SCL Health leave vendor and their manager of their return-to-work plan.