

Memo

TO:

FROM:

DATE:

SUBJECT: Use of Sick Time – Doctor’s Note Status

A review of your attendance records indicates that you charged _____ days to Sick Leave during the calendar year _____. Your time charged exceeds the 15-day threshold.

A Supervisor may require proof of illness or injury when there is reason to believe that an employee is abusing sick leave. In keeping with the [Sick Leave Policy of the University](#), you are required to submit medical documentation for any future absence(s) due to illness. You will be required to do so for a minimum of six months from the date of this memo. Submit medical documentation to the Payroll & Benefits unit ([via the My Documents Upload in WPconnect](#)) no later than five business days following your return to work.

In accordance with the [policy](#), failure to provide appropriate medical documentation may result in the denial of sick leave for an absence and constitute cause for disciplinary action.

Further, our Employee Assistance Program (EAP) provider, Higher Ed EAP can be reached confidentially at 800-225-2527 to assist you in dealing with the issues that may be contributing to your absenteeism. Additional information regarding the EAP’s services is available from Human Resources.

c: Personnel File
Payroll & Benefits
I. Montoya