


Memo

To: District Administrators & Unit Heads
From:  Dan Callahan, Director of Human Resources
Date: 08/10/06
Re: Workers' Compensation Appointments

This memo is to clarify the procedure for employees who require workers' compensation medical appointments during work hours. Employees are allowed a reasonable amount of time including travel to and from (up to four (4) hours) for medical appointments. Documentation, such as an appointment card must be submitted at least 24 hours in advance of the appointment to the employee's supervisor.

Any inquiry regarding the employee's status or workers' compensation appointments should be made through the facility Personnel Officer or through the Workers' Comp Liaison. There should be no inquires made by the supervisor directly to the employee's physician or primary care center.

All questions regarding this matter may be directed to Linda Saunders of the Workers' Compensation Unit. You can reach her at 860-692-6914.