MEMO REGARDING PROTECTED LEAVE WHILE DISABLED FROM A WORK INCIDENT

To: Employee

Re: Eligible for protected leave such as FMLA?

If you suffered an injury or illness and are unable to perform the essential functions of your job you may be eligible for protected leave under the Family Medical Leave Act.

Please provide us with a completed Provider’s Report of Physical Ability from the health care provider that is treating you. A Provider’s Report of Physical Ability from the treating health care provider is required prior returning you to work following an injury or illness.

If you are disabled from work and unable to perform the essential functions of your job greater than five (5) business days, please contact our Human Resources office to obtain a form WH-380-E. Then have your health care provider complete their portion of the form WH-380-E and return the completed form to our Human Resources office.

Employee Signature Date

Employer Representative Signature Date