



# Employee Tip Sheet

## ILLNESS LEAVE 1, 2, 3's

*Your illness leave is important—to you, your College, and the District.*

**Illness leave of absences** have special reporting and verification requirements. For example, supervisors and location policy may request verification of an illness absence or doctor’s visit. A short-term absence may unexpectedly need to be extended to a formal absence. A formal leave may need to be extended. District policy determines when an illness absence is considered an informal or formal leave of absence and when the [Attending Physician Statement](#) is required. The purpose of this tip sheet is to assist you with understanding the “three basic steps” needed to report and verify a formal illness leave of absence.



**Step 1:** *Notify your supervisor of your absence and when you anticipate being able to return to work.* Unless a collective bargaining agreement or location/department policy states otherwise, you should call in within one hour of your scheduled assignment. Submit formal leave forms a month or so before your leave start date—or at least as soon as you know!

**Step 2:** *Determine the type of illness leave—informal or formal—you will be on.* To do so, you may need to ask your physician to estimate the *approximate date* when you will be able to return to work. The chart below identifies the form(s) that are required and if a physician signature is needed.

INFORMAL VS. FORMAL ILLNESS LEAVE OF ABSENCE REQUIREMENTS			
NUMBER OF CONSECUTIVE WORKING DAYS ABSENT	TYPE OF LEAVE	FORM REQUIRED	PHYSICIAN SIGNATURE
Five (5) or Less	Informal	<a href="#">Absence Certification / Request</a>	No
More than five (5) and up to 20 Days	Informal	<a href="#">Absence Certification / Request</a>	Yes
21 Days or More	Formal	<a href="#">Leave of Absence Request</a> <a href="#">Attending Physician Statement</a> <a href="#">Absence Certification / Request</a>	No Yes Yes

- **A word about the Attending Physician Statement:** This form must be submitted along with a formal leave of absence whenever you are absent 21 or more days due to illness or if you extend a formal leave of absence. Since the exact date you return to work may not be known, your physician approximates a return date. That date is used as the leave return date. If you are not able to return to work as anticipated, submit another Leave of Absence Request and Attending Physician’s Statement requesting an extension.

Promptly mail (or have someone bring) your illness leave verification forms to your location personnel-payroll office. It is very important that your personnel-payroll office receive this paperwork—especially the [Absence Certification / Request](#) form—prior to the District’s “payroll lock-out” deadline. When it is not received, your salary warrant may be delayed. Avoid mailing leave forms to the District Office because the paperwork must then be sent to your campus for acknowledgement before the leave can be processed.

**Step 3:** *Receive notification that your leave is processed from Human Resources, District Office.*

Lastly, whether you are requesting an early return to work or are returning to work as anticipated, your physician must authorize your return. Use the [Attending Physician Statement](#) for this purpose. And, if you should need to extend your leave, additional forms are available on the employee forms section of the District’s website ([www.laccd.edu](http://www.laccd.edu))

**For further assistance with leave requirements, contact your location Personnel Office.**

*Thank you and we wish you a speedy recovery.*