

# What Do I Do with My Doctor's Note?



If you go to the doctor and are PLACED OFF WORK or REQUIRE MODIFICATIONS TO YOUR DUTIES, **make sure you leave the doctor's office with a doctor's note indicating dates off work or modifications required (e.g. no lifting over 25 lbs.).**

What next...

## EMPLOYEE RESPONSIBILITIES:

1. Submit doctor's note to Personnel Services immediately (the same day).

You can:

- Bring it in person, if possible
- Fax it to (760) 244-6193
- Scan and email it to:  
Classified staff: [nadia.astakhov@hesperiausd.org](mailto:nadia.astakhov@hesperiausd.org)  
Certificated staff: [katie.kistner@hesperiausd.org](mailto:katie.kistner@hesperiausd.org)

2. Contact your site administrators to inform them of your work status.
3. Secure a substitute for your absence through Frontline (if your position requires a substitute) or through your site/department.

## PERSONNEL RESPONSIBILITIES:

1. Receive doctor's note.
2. Email site, Benefits, and Payroll Departments to inform them of your current work status.
3. Schedule accommodations meeting, if necessary, BEFORE you are able to report to work.
4. Send you any leave information that is applicable.

**It is your responsibility, as an employee, to provide the Personnel Department with timely doctor's notes so the District is aware of your work status as it happens.**



**Family and Medical Leave Act (FMLA) – Federal Law**  
**California Family Rights Act (CFRA) – State Law**

**FMLA** is a federal law that requires employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

**CFRA** is a state law and state legislation in 1993 changed the state law to generally conform to the provisions of the FMLA.

FMLA/CFRA only requires unpaid leave. *However*, the law permits an employee to elect, or the employer to require the employee, *to use accrued paid leave, such as vacation or sick leave, for some or all of the FMLA/CFRA leave period.* If eligible, FMLA/CFRA will run concurrently with available paid leave.

A 30-day notice is requested or as soon as possible if you are aware of the situation.

**Catastrophic Leave – HTA Article 12E3/CSEA Article 15B**

Defined as an illness or injury that is expected to incapacitate the employee, or a member of the employee's immediate family which requires the employee to take time off to care for his/her family member, for an extended period of time which will create a financial hardship because all paid leave time will be exhausted. An employee who is suffering from catastrophic illness/injury may request eligible leave credits be donated for his/her use. Unit members request leave through HTA/CSEA by completing the district form. The final decision on whether or not the leave qualifies as catastrophic is a mutual agreement between HUSD and HTA/CSEA.

**\*Maternity Leave – HTA Article 12E5/CSEA Article 15H1**

The District shall provide a leave of absence from duty for the Unit Member who is required to be absent from duties when disabled by the condition of pregnancy, miscarriage, childbirth, and recovery therefrom. The length of the leave, including beginning and ending dates, shall be determined by the attending physician.

Additional detailed information can be found on HUSD's website/Personnel Department.

**\*Paternity Leave – HTA Article 12E4 (Certificated Staff)**

A Unit Member [father] shall be granted a paid leave not to exceed three (3) days for paternity leave, to be deducted from his accumulated sick leave at the time of the birth/adoption of his child. These days shall be subtracted from his personal necessity leave days. A copy of the child's birth certificate shall be required.

Additional detailed information can be found on HUSD's website/Personnel Department.

**\*Parental Leave (AB2393 effective 01/01/17) – Ed Code 44977.5/45196.1**

If eligible, allows employees under the CFRA to take up to 12 workweeks for parental leave/child bonding using their available sick leave and, once exhausted, to receive differential (certificated staff with a daily rate equal to or greater than \$320, pursuant to AB 2012) or 50% (certificated staff with a daily rate less than \$320, pursuant to AB 2012, and classified staff) pay. Bonding leave is for the birth or placement of a child in connection with the employee's adoption or foster care. A request in writing is required 30 days in advance of when your leave is to commence. A copy of the child's birth certificate must be submitted with the request. The hospital certificate is acceptable.

Additional information and a sample request letter can be found on HUSD's website/Personnel Department.

***\*If eligible, FMLA/CFRA will run concurrently with available paid leave.***