



Long Island Rail Road

To: \_\_\_\_\_ Employee # \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_

(include all dates of sickness)

**Your Physician Statement has been rejected for the following reasons:**

\_\_\_ Original Form not received.

\_\_\_ Only SLA-28 Forms are acceptable

\_\_\_ Form was not received within 72 hours

\_\_\_ Form has been altered: alterations to form will not be acceptable; this includes, white-outs, cross-outs, write-overs, various pens or handwriting

\_\_\_ Physician must sign and provide one of the following: license number, telephone number, or stamp for verification

\_\_\_ Form is incomplete:

\_\_\_ Section 1: employee name/Diagnosis

\_\_\_ Section 2: Gender/Diagnosis Code

\_\_\_ Section 3: Claimant Symptoms

\_\_\_ Section 5: Dates 5a, 5b, 5c, 5d

Office use only:

Central Manpower Clerk Initials \_\_\_\_\_

Original form returned to employee? Yes \_\_\_ No \_\_\_ Not Received \_\_\_

Date Sent: \_\_\_\_\_ Certified/US Mail \_\_\_ Hand Delivered \_\_\_\_\_

A. Micheletti, Sr. Manager – Manpower Resource Management

## **SICK LEAVE FORM - SLA-28 PROCEDURE**

1. Sick leave form is received in the Central Manpower office, the Dr's statement must be acceptable and dates coincide with Kronos.
2. Enter comment in Kronos "DS – Sick leave form submitted."
3. Form must then be entered on spreadsheet G: manpower > manpower > benefits 2010 > sick forms 2010.
4. Update spreadsheet with Name, IBM #, Start Date, Return Date, Diagnosis, and Initials of person entering DS forms.
5. Unions –11, 09, 07, 03 have to submit a Dr's note on the 3<sup>rd</sup> – 2 day occurrence. If not, on spreadsheet tab note 2<sup>nd</sup> – 2 day occurrence / 3<sup>rd</sup> – 2day occurrence must be updated.  
**NOTE: 2<sup>ND</sup> – 2 Day occurrence is only to keep track .**

## **REPORTS**

1. Every week in Kronos you must go through all Sick, DSNP FMLA, FV & FP (if it is for themselves) and DA, to code NFS if applicable and note on spreadsheet tab labeled No Form Submitted.
2. Two separate spreadsheet's must be sent to Antonia every week of all 1) FMLA NFS & FMLA form submitted. 2) DS No form submitted.