

# Leave of Absence Process

Employee requests leave of absence and submits a doctors statement and completes LOA form.  
**Forms to be faxed to DOA**

DOA issues letter - **30-day maximum leave** -  
Mail Certified, enclosing Medical Status and RTW forms

Employee needs additional time off

Employee does NOT need additional time off.

REPEAT PROCESS until employee medical provider states he / she may return to work

## Is Medical Department Release Required?

Medical Status Form required if employee off account:

1. Diabetes with insulin injection	6. Sleep apnea
2. Fractures	7. Heart disease
3. Hospitalization	8. Major surgery
4. Loss of consciousness	9. Seizure
5. On-the-job injury	10. Stroke

YES - Employee needs release from Medical Dept.

NO - Employee does NOT need release from Medical Dept.

Employee's medical provider submits Medical Status form to Ft. Worth

Employee signs Return to Work form

Upon review & approval from Medical Dept, Employee is released to full duty?

NO - employee is NOT released to full duty

YES - employee is released to full duty.

Supervisor notifies employee

Employees medical provider must provide additional medical information & fax to Medical Dept.

**EMPLOYEE RETURNS TO WORK**

Upon Medical Dept. review, FDR updates/extends LOA. DOA mails letter reflecting new dates. Process repeats until employee rel. to full duty

