



*Human Resource Department ~ 25720 MV-BLK DIA RD SE ~ Maple Valley, WA 98038 ~ 425.413.3400*

## **Returning from a Medical Leave of Absence or Injury-Related Absence**

Employees on a medical leave of absence or injury-related absence must keep their supervisor informed of their return to work date and update their supervisor **immediately** if there are any changes to the planned date of return.

Employees must also submit a written note from the treating physician stating they are released to return to work and the release date.

### **Medical Release to Return Without Restrictions:**

- Notify your supervisor of your return date.
- Bring a note from your physician to your supervisor the date of your return. (Your supervisor will send the note to HR for your file.)

### **Medical Release to Return With Physical Restrictions/Limitations Requested:**

- The doctor's note must be submitted to the Human Resource Department at least five (5) working days prior to the stated return date. The note must detail all restrictions and/or accommodations being recommended by your physician.
- The supervisor and a representative from Human Resources will meet to discuss the possibility of return within the limitations of the recommended restrictions/accommodations.
- A representative from Human Resources will be in contact with you regarding the details of your return.