



sanitation

SECTION 4

SICK LEAVE AND MEDICAL INFORMATION

0-101-23-27



SECTION FOUR



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION
POLICY AND ADMINISTRATIVE PROCEDURE 2007-04**

EFFECTIVE DATE:

August 1, 2007

SUBJECT:

Medical Leave Control

SUPERSEDES:

Policy and Administrative Procedure No. 2004-03; General Order 92-05.

PURPOSE:

To establish rules governing the use of medical leave by all uniformed Sanitation Workers, Officers and those trade titled employees receiving ninety sick leave days a year. (Hereinafter, employees.)

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L BACKGROUND

The City provides liberal medical leave benefits to Sanitation Workers, Officers and many trade titled employees (herein after employees). Policy & Procedure 2007-04 governs how the Department monitors the use of these benefits as it applies to the above mentioned employees and any other employees that the Commissioner may designate by amendment hereto.

As part of the Department's absence control efforts, uniformed and affected trade titled employees covered under this Policy and Procedure are classified into three sick leave categories: "A", "B" and "C". Additionally, certain category "C" employees may be characterized as 'Chronic Sick' which may lead to termination. Sick leave categories are designated each month.

The location supervisor is responsible for providing employees with access to information regarding their current monthly sick leave category. Employees with questions regarding their category should seek to resolve these through the established chain of command. However, an employee must continue to meet the requirements of the category to which he/she has been assigned until the category is officially changed by the Department's Medical Division.

Employees who fail to adhere to any of the applicable rules and regulations of this policy and procedure may be subject to denial of paid medical leave and disciplinary action up to and including suspension and termination of employment.

The Department will periodically review the criteria for each sick leave category and may eliminate or change the requirements for any category by issuing a General Order or amending this order.

II. DESIGNATION OF SICK LEAVE CATEGORIES

An employee's category is determined by his/her use of sick leave during the prescribed time periods. Days spent in a hospital are not counted as sick days.

The time spent on medical leave resulting from Line of Duty Injuries (LODI's) or Workers' Compensation is not counted as active employment when calculating one's sick leave category.

A. CATEGORY "A"

Employees who demonstrate that they are able to maintain excellent attendance are placed in category "A".

Eligibility - At least twelve months (12) months of active employment.

Sick leave usage for the most current twelve (12) months of active employment falls within the following parameters:

Incidents

3 or less

Days

8 or less

and

- If you reported sick three times or less and if you were sick 8 days or less in the last 12 months of active employment, then you are in category "A".

B. CATEGORY "B"

Compliance with the rules and regulations governing this category will be actively monitored.

Eligibility - All newly hired employees are automatically placed in this category during their probationary period.

Sick leave usage for the most current twelve (12) months of active employment falls within the following parameters:

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Incidents

Days

3 or less

and

9 or more

OR

4 - 6

and

less than 40

If you were sick 3 times or less and used 9 or more days during the last 12 months of active service;

OR

If you were sick 4, 5 or 6 times and used less than 40 days during the last 12 months of active service then you are in category "B".

C. CATEGORY "C"

The Department recognizes that a few employees may require aggressive monitoring because of excessive absences. Special restrictions will apply to employees in this category. Consideration is given to those employees with terminal or chronic illness or injury on a case by case basis.

Eligibility

Sick leave usage for the most current twelve (12) months of active employment falls within the following parameters:

Incidents

7 or more

and

Days

any number of days

OR

4 or more

and

40 or more

OR

If you were sick 7 or more times in the last 12 months of active employment;

If you were sick 4 or more times and used 40 or more days during the last 12 months of active employment then you are in category "C".

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Chronic Sick

The Department realizes that certain employees have used medical leave an unusually large number of times or for a considerable number of days and consequently have been absent from their duties. Those category "C" employees whose SICK leave record for the most current twelve (12) months of active employment falls within the following parameters will be categorize as **Chronic Sick**.

Incidents

Days

12 or more

OR

50 or more days

OR

- If you were sick 12 or more times in the last 12 months of active employment

- If you were sick for 50 or more days in the last 12 months of active employment

III. RULES, REGULATIONS AND POLICIES GENERAL/ALL CATEGORIES

Employees who use a substantial amount of medical leave and fail to provide medical documentation substantiating their illness or injury and/or fail to follow the rules governing the use of medical leave may be subjected to very severe disciplinary action which may include termination. Each employee is cautioned to follow the rules in this policy and to use medical leave only when ill or injured.

All employees on medical leave, regardless of category designation, must:

1. Remain at home except when granted authorization to leave your home. All employees on medical leave are required to stay at home. This is to insure that an employee will not jeopardize further injury or aggravate an illness and thereby recuperate as soon as possible.
2. Check with their work location to verify their "Sick Leave Category" at the beginning of every month;
3. Must contact their work location supervisor and advise him/her of their absence and request sick leave at least one (1) hour before the start of the shift, and must provide the following information:
 - o Name
 - o Employee Reference number
 - o Title
 - o Badge number (if applicable)
 - o Chart
 - o Address reporting sick from, including apartment number or floor if not a private house, and zip code.
 - o Whether the address is permanent and on file or temporary.
 - o Telephone number at the address reporting sick from.
 - o Nature of medical problem;

Note: IN ADDITION TO CALLING THEIR WORK LOCATIONS, EMPLOYEES WHO DO NOT HAVE TELEPHONES MUST ALSO CALL THE CLINIC SUPERVISOR (917-237-5934 OR 917-237-5948) TO REPORT A MEDICAL LEAVE ABSENCE ON THE FIRST DAY OF MEDICAL LEAVE. THE EMPLOYEE MUST CALL THE CLINIC EACH DAY THEY ARE ON MEDICAL LEAVE, PROVIDING AN UPDATE OF THEIR MEDICAL CONDITION, UNTIL THEIR FIRST VISIT TO THE CLINIC.

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4. An employee requesting medical leave while on a medical duty assignment (MDA) must report to the DSNY clinic on the first calendar day that the clinic is open.
5. An employee who is on a medical duty assignment (MDA), who is required to report to the DSNY clinic, will report directly to the clinic in complete uniform no later than 0800hrs. The employee's shift for that day will be 0800 - 1600hrs.
6. While on Medical Leave or LODI and when reporting to the Clinic, the employee must arrive no later than 0900hrs unless a scheduled appointment has been given for a different time; You must arrive in uniform ready to work. Under no circumstances are children allowed at the clinic.
7. Call the Clinic Supervisor (917-237-5934 or 917-237-5948) between 0700 & 0900hrs for an appointment when medically incapable of reporting to the Clinic as required by this PAP (you will be required to provide medical proof);
8. The Department must determine whether the returning employee can safely and securely perform the job requirements of his/her job title. Consequently, Sanitation employees returning from medical leave must submit a fully completed original DS 398 (Medical Note) or comparable medical note in accordance with the time periods indicated for each sick leave category and comply with the additional provisions outlined in the Section V, Medical Documentation;
 - Category "A" employees must submit a DS 398 (Medical Note) on the third day of sick leave;
 - Category "B" employees who cannot report to the DSNY Clinic on the second day of sick leave, must submit a DS 398 (Medical Note) covering each day of medical leave;
 - Category "C" employees who cannot report to the DSNY Clinic on the first day of sick leave must submit a DS 398 (Medical Note) covering each day of medical leave.

Medical documentation, when required, must be received by the DSNY Clinic within five business days.

9. All employees who request medical leave the day prior to, or the day following a holiday will be required to present a completed DS 398 (Medical Note) to cover each day they are requesting medical leave. If the DSNY Clinic is open on the first calendar day the employee requests medical leave, the employee may report to the DSNY Clinic in lieu of a Medical Note. Failure to report to the DSNY Clinic or to provide documentation may result in denial of paid medical leave and disciplinary action.

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10. Employee's reporting sick on the day immediately prior to or following vacation will be required to submit medical documentation within five (5) calendar days.
11. Comply with the provisions outlined in Section VII, Medical Profile Card;
12. Report to the Department's Clinic in uniform unless uniform exemption has been granted;
13. Report to the Department's Clinic ready for work;
14. Report on time when ordered to the Department's Clinic;
15. Notify the Clinic's Hospitalization Unit as soon as possible when hospitalized or in advance when scheduled and on the date of discharge;
16. Give consent that permits the release of medical records to the Department's Clinic;
17. When ordered to the Department's Clinic by the work location, the employee must report on the designated date and time with a DS 400 completed by a supervisor;
18. Take vacation as scheduled unless a determination is made by the Medical Director to postpone the vacation. Employees will not be seen at the Department's Clinic if they are on vacation or terminal leave; If scheduled to be at the DSNY Clinic while on vacation, employee is to report to the clinic on the first day resumed to medical leave; Employees resumed from medical leave for the purpose of using vacation are not permitted to volunteer to work. Employees must resume to sick or LODI after vacation by notifying his/her work location;
19. When resumed to work by the Department's Clinic, the employee must submit a DS 400 to the work location supervisor on the resumption date. Employees will not be resumed on their chart day, Sunday or a holiday;
20. Report to the Department's Clinic after a LODI incident in accordance with the directions documented on form DS 807-B (Line of Duty Injury Report/B);
21. Comply with the procedures established by General Order No. 88-15 (Procedure for Reporting and Recording Line of Duty Injury) and any revisions or amendments when claiming that a work related injury or illness has occurred.

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22. Employees with a same day resumption must immediately report to their work location. After signing out at the Department's Clinic, employees must report to their work location within the times stated:

Bronx	1 hour 30 minutes	Queens West	1 hour 30 minutes
Brooklyn	1 hour 30 minutes	Queens East	2 hours
Manhattan	1 hour 15 minutes	Staten Island	2 hours

(Any lunch period must be taken when the employee arrives at his/her work location.)

23. Obey such other orders and direction as given by authorized employees of the Medical Division.
24. The Medical Division may call any employee for the purpose of determining if the employee wants a telephone resumption.
25. Notify DSNY Clinic of all medications an employee is taking.
26. **Employees are reminded that a false report or statement in connection with the use of medical leave is a violation of the Code of Conduct and will be dealt with severely.**

A. CATEGORY "A" EMPLOYEES

Category "A" employees are exempt from home visits and telephone monitoring **EXCEPT** when absence from work is due to a LODI or injury covered by Workers' Compensation. Category "A" employees are also eligible to be resumed back to work over the telephone except in the following instances:

- a. Line of Duty Injury (LODI)
- b. Injuries covered by Workers' Compensation
- c. Medical leave associated with chest pain, seizure disorders, hospitalization or any other illness or condition deemed appropriate by the Medical Director
- d. Working on a Medical Duty Assignment prior to reporting sick
- e. Those employees on probation are required to provide medical documentation if resumed by telephone or they can be resumed without documentation by visiting the DSNY Clinic. **It is strongly advised, regardless of the number of days on medical leave, that medical documentation be submitted to ensure passing probation. Failure to substantiate illness may result in your probation being extended or possibly not passing probation.**

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Category "A" employees may be contacted by the Clinic after three (3) days of medical leave and may be required to report to the Medical Division.

In addition to complying with the General Rules, Regulations and Policies, category "A" employees must:

1. Submit a fully completed original DS 398 or comparable medical note on the third successive day of medical leave;
2. Notify their work locations when a telephone resumption is granted;
3. Request authorization to leave the house and submit the required documentation as detailed in Section V when medical leave is the result of a work related injury or illness (LODI or Workers' Compensation).

B. CATEGORY "B" EMPLOYEES

Category "B" employees are ineligible for telephone resumptions and are subject to home visits and telephone calls.

All employees who are in category B and on probation are required to go to the DSNY clinic each time they use medical leave regardless of how many days they have missed. It is strongly advised, regardless of the number of days, that medical documentation be submitted to ensure passing probation. Failure to substantiate illness may result in your probation being extended or possibly not passing probation.

In addition to complying with the General Rules, Regulations and Policies, category "B" employees must:

1. Report to the Department's Clinic on the second day of sick leave or, if the Clinic is closed, the next day the Clinic is open;
2. If unable to report as above, submit a fully completed original DS 398 (Medical Note) or comparable medical note covering each day of medical leave;
3. Be resumed to duty by Department's Clinic medical staff;
4. Request authorization to leave the house and submit the required documentation as specified in Section V.

Additionally, category "B" employees may be contacted by the Department's Clinic during their medical leave and may be required to report to the Medical Division.

C. CATEGORY "C" EMPLOYEES

Category "C" employees are ineligible for telephone resumptions and are subject to home visits and telephone calls.

In addition to complying with the General Rules, Regulations and Policies, category "C" employees must:

1. Report to the Department's Clinic on the first day of medical leave or, if the Clinic is closed, the next calendar day the Clinic is open; **NOTE: THE DSNY CLINIC IS OPEN ON SATURDAY FOR CATEGORY "C" EMPLOYEES ONLY. "C" EMPLOYEES WHOSE FIRST DAY OF MEDICAL LEAVE OCCURS ON A SATURDAY ARE REQUIRED TO COME TO THE DSNY CLINIC BEFORE 0900hrs OR SUBMIT AN ORIGINAL DS 398 OR COMPARABLE MEDICAL NOTE FOR THAT SATURDAY. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION.**
2. If unable to report as above, submit a fully completed original DS 398 or comparable medical note covering every day of medical leave;
3. Receive a medical examination and/or evaluation by Department's Medical staff prior to being resumed to work;
4. Request authorization to leave the house and submit the required documentation as detailed in Section V.

The following restrictions also apply to category "C" employees:

1. **May be ineligible for promotion while in category "C".**
2. **First year employees on probation who enter category "C", may be terminated or employees who have been promoted, and are in probation status, may be demoted.**

Additionally, category "C" employees may be contacted by the Department's Clinic during their medical leave and may be required to report to the Medical Division.

IV. DISCIPLINARY ACTION

Employees who are characterized as Chronic Sick (category 'C' employees who have taken 12 or more incidents of sick leave or 50 or more days of sick leave during the last twelve months) may be terminated or be subjected to other disciplinary action. Before a determination is made on termination or other disciplinary action, consideration will be given to factors that include:

- a. The employee's use of medical leave since joining the Department.
- b. The nature of the illness
- c. Whether the use of medical leave is the result of a verified line-of-duty injury.
- d. Whether the use of medical leave precedes or follows chart days, holidays or vacation days.
- e. Whether the use of medical leave precedes or follows ordered overtime.
- f. Whether medical notes (DS 398's) have been submitted in a timely fashion.
- g. Whether the use of medical leave is associated with the Department's drug/alcohol testing program.

Category "C" employees will be counseled each time they visit the DSNY Clinic. They will be required to sign a form that summarizes the rules pertaining to category "C" employees, and alerts them of the availability of help through the Employees Assistance Unit ("EAU"). They will also receive a warning form explaining that continued use of medical leave may result in their being characterized as Chronic Sick.

Those employees who are characterized as Chronic Sick will be notified in writing by the DSNY Clinic. A copy of this letter will be forwarded to Personnel Management Division as well as the employee's union representative. This letter will summarize the employee's sick record, remind the employee that the Employee's Assistance Unit is available for the employee and explain how the employee can improve their sick record. The letter will also inform the employee that continued characterization as Chronic Sick may result in termination of employment.

V. MEDICAL DOCUMENTATION

To insure that the safety of the employee, other employees and the public is safeguarded, certain medical information is required to be disclosed. When directed or as set forth in this PAP, employees are required to provide a fully completed original DS 398 or comparable medical note from the treating medical practitioner to the Authorization Unit of Supervised Sick Leave Unit ("SSLU"). The medical documentation required by this Section shall be from a health practitioner licensed by the state in which she/he practices to diagnose and certify illness or disability. The documentation must be acceptable to the Medical Director or designee and must substantiate the appropriateness and necessity of the medical leave. Documentation must be received by the DSNY clinic within five business days. However, regardless of category, in all cases where an employee claims medical leave as a reason for being unable to travel to the Department's Clinic, a disciplinary conference or proceeding, a scheduled conference, an appointment with a department consulting physician or any other required Department business, the employee must submit documentation which clearly substantiates the employee's inability to travel. Failure to do so will result in severe disciplinary action.

An original DS 398 or comparable medical note (NO FAXES OR PHOTOCOPIES) must be submitted in the following instances:

1. Each time an employee does not report to the Department's Clinic as required by this PAP.
2. Each time and for every day an employee requests medical leave from a temporary address, the documentation must be received no later than five (5) calendar days after the beginning of the incident.
3. In accordance with the time periods indicated by department order or rule, for each specific sick leave category.
4. Each time an employee receives authorization to leave the house for a medical visit;
5. Each time an employee fails to report to work on the resumption date as ordered by the Department's Clinic.
6. Each time an employee fails to report to the Department's Clinic or SSLU as scheduled or ordered.
7. Each time an employee fails to report to any scheduled conference or fails to report to a disciplinary conference or hearing.
8. Whenever directed by the Medical Division.

VI SUPERVISED SICK LEAVE UNIT (SSLU)

Employees, unless otherwise indicated pursuant to Department Orders, are required to remain at home when absent because of a medical problem. SSLU has designated personnel who will visit and call employees who are absent due to a medical problem to ensure that they are complying with the provisions of this PAP.

Employees with certain long-term illnesses and specific diagnoses identified by the Medical Director may, at the Medical Division's discretion, be exempted from home visits and telephone calls.

A. AUTHORIZATION TO LEAVE THE HOUSE

The following employees must call SSLU's Authorization Unit to request permission to leave the house:

1. "A" category employees who are absent on Lodi or Workers' Compensation.
2. All category "B" and "C" employees who are absent for any type of medical leave.
3. All category "A", "B" and "C" employees attending an EAU approved program. In addition, these employees must call EAU and provide certain information. Failure to do this may result in a complaint for being out of the house without permission.

Authorizations may be granted for the following reasons and are limited to specific time periods as approved by SSLU:

- o To visit a physician, dentist, therapist or for laboratory tests;
- o To attend a Department of Sanitation Clinic arranged appointment with a physician or for laboratory testing;
- o To attend a funeral or wake;
- o To make a court appearance for which you are subpoenaed as a witness or if you are ordered to appear at a Department trial;
- o To attend religious services;
- o To get prescription medicine at the pharmacy;
- o To mail documentation required by this PAP;
- o To move a motor vehicle to comply with Department of Transportation regulations
- o To accompany a family member for emergency medical treatment;
- o To attend a Department arranged meeting with the Retirement/Compensation Board;

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- o To make grocery purchases (restricted to a limit of one hour and a return home no later than 1100hrs);
- o To attend an EAU program the employee is required to call EAU and provide certain information;
- o Such other purpose as may be specifically authorized by SSLU;

Employees are not required to request authorization when they:

- o Are reporting to the Clinic;
(Note: travel time between the employee's home and the Clinic shall not exceed two hours for those employees living in the five boroughs or three hours for those living out of the metropolitan area.)
- o Are picking up their paychecks on Fridays, between the hours of 0700 & 1100hrs ;
NOTE: A DSNY CLINIC APPOINTMENT TAKES PRIORITY TO PICKING UP A CHECK. (See SSLU after clinic appointment.)
- o Have been granted "walking privileges" by the Medical Director or designee;
- o Are facing life threatening events (e.g., police or fire emergencies). However, employees are required to call immediately after the emergency to report same and receive further instructions. Documentation is required.

Employees who have been granted authorization to leave their homes are expected to return home promptly after completing the approved business within the time period given and to call the Authorization Unit when they return home.

Employees who are delayed for any reason in going to or returning from an authorized trip must contact the Verification Unit immediately and state the reason for the delay and the expected time of arrival at home.

B. DOCUMENTATION REQUIREMENTS

Each time an employee is granted authorization to leave the house, he/she must submit the appropriate documentation to SSLU's Authorization Unit (only original documentation is accepted, **NO** faxes or photocopies):

1. If authorization was granted to secure medical treatment, a fully completed original DS 398 or comparable medical note indicating medical diagnosis must be submitted within 48 hours. The time you arrived at and left the medical practitioner's office must be completed;
2. If authorization was granted for other than medical reasons, original receipts or other applicable documentation must be submitted within 48 hours.

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Employees who are medically incapable of personally submitting the DS 398 or other required documents (e.g., receipts) within the prescribed 48 hours, must immediately call the SSLU for instructions. When directed by the SSLU, the employee may send the DS 398 (include a self-addressed envelope if you require a receipt) or other documentation to:

Authorization Unit
P.O. Box 376 Canal St. Station
New York, New York 10013

VII. MEDICAL PROFILE CARD

Employees must have a signed and dated Medical Profile Card (DS 1080) on file at their work location. Employees must personally complete a new DS 1080 each and every time he/she legally changes their name (e.g. married women), permanent address, home telephone number or any part of their permanent address (apartment number, etc.).

Employees must notify their supervisor immediately of any such changes and must complete and submit a corrected DS 1080 to the supervisor within forty eight (48) hours (two work days).

Employees are prohibited from keeping more than one current permanent address on file at their work location.

These cards are not to be used to enter the employee on HRMS. Work locations are to use the information provided in the D.S. 1367 (Sick Log). Failure to enter the information correctly will be subject to disciplinary action against the person who enters the information onto HRMS.

VII. WORK LOCATION RESPONSIBILITIES

The work location supervisor is responsible for notifying the payroll location, if different from the work location, of all employees who are not reporting to work because of illness or injury or who incur an illness or injury during the work shift.

NOTE:

Social Security Numbers will no longer be utilized in the HRMS Medical Leave System. Reference numbers are to be used to indicate an employee's identity. The work location will use the employee's reference number when accessing HRMS Medical Leave function 11 screen (New Medical Leave Update) and when making entries on the Employees Reporting Sick Location Log (DS 1367). All employees are required to know his/her Reference Number. Reference Numbers can be obtained by referring to the employee's Personnel Card (DS379), Time Book or the employee's Pay Stub.

The payroll location supervisor must:

- o Ensure that personnel are appropriately trained to maintain and, in fact, do maintain the location's Sick Log (DS 1367) and Medical Profile Card (DS 1080);
- o Ensure that designated personnel have access to the Sick Log at all times;
- o Ensure that all clerical personnel are aware that they must ask the employee calling in for medical leave for the address and telephone number of the location where they are calling from. It is not acceptable to use the Medical Profile Card (DS 1080) for this information.
- o Ensure that this information is legible, complete and available to the employee who enters it into the Human Resource Management System (HRMS);
- o Ensure that personnel are trained to enter medical leave information into HRMS as required;

Note: If no computer is available or the computer does not operate, the location must call the SSLU to report medical leave.

- o Be knowledgeable of departmental messages as they pertain to medical leave;
- o In the event that no employees are on medical leave, ensure that a negative report is entered;

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- o Notify the Medical Division in a timely manner of all approved leaves (DIF, vacation, jury duty, terminal leave, military leave, etc.) when an employee is on medical leave through the use of form DS100. Requests by employees on medical leave for unscheduled leaves must be approved by the Medical Division.
- o Ensure that all employees resuming to medical leave after any type of leave status, be entered into HRMS in a timely manner.
- o Ensure that employees complete and sign a Medical Profile Card (DS 1080) as detailed in Section VII;
- o Forward a copy of the Medical Profile Card to SSLU each time an employee completes a card as referenced in Section VII.
- o Make appropriate entries in the medical portion of the computer whenever an employee completes a new or corrected Medical Profile Card.
- o Check HRMS - medical leave listing (function 18) the resumption listing (function 12) and the Medical Duty Assignment expiration listing (function 07) - everyday to ensure that all employee's who are pay rolled assigned to that work location who are on medical leave are entered onto HRMS.

The work location supervisor will also be responsible for the completion of the Sick Leave Calendar (DS 1716). After each incident of illness, the Sick Leave Calendar (D.S. 1716), or the appropriate bureau form, will be filled out for each affected employee. Hospital stays will not be counted as incidents. An employee who is injured while working (LODI or Workers' Compensation) WILL be recorded on the D.S. 1716, or the appropriate bureau form, but the incident is not to be counted as an incident of sick leave.

Cancellation:

This Policy and Procedure shall remain in effect until rescinded.

Issuing Authority:


John J. Doherty
Commissioner

Distribution:

All uniformed employees
All affected trade titled employees
All managers and supervisors
All affected time keeping personnel

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APPENDIX A DEFINITIONS - (Definitions apply only for purposes of this PAP.)

ACTIVE EMPLOYMENT:	All employment statuses except LODIs and Workers' Compensation absences.
AUTHORIZATION:	Permission granted by the Medical Division allowing employees to leave their homes while they are on medical leave.
COMPARABLE MEDICAL NOTE:	An original note signed by the treating practitioner on his/her letterhead that addresses ALL the information required by the DS 398. Medical documentation, when required, must be submitted to the DSNY clinic within 5 business days.
CHRONIC SICK:	Those category C employees whose sick leave for the most current twelve (12) months of active employment shows more than 49 days or more than 11 incidents.
LINE OF DUTY INJURY (LODI):	Injury or illness incurred by a uniformed employee while performing assigned tasks during the assigned tour of duty and deemed a Line of Duty Injury by appropriate authority.
MEDICAL AUTHORIZATION:	Permission granted by the Medical Division to obtain medical treatment which will be paid by the City of New York.
MEDICAL DUTY ASSIGNMENT (MDA):	Temporary alternative tasks assigned to employees who are recuperating from an injury or illness.
MEDICAL LEAVE:	Leave granted for any absence that is the result of a work related (LODI or Workers' Compensation) or non-work related (sick leave) illness, accident or other medical condition.

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MEDICAL PRACTITIONER:	A person licensed by the state in which she/he practices to diagnose and certify illness or disability.
RESUMPTION:	Return to duty as directed by appropriate authority.
SICK LEAVE:	Leave granted for any absence that is the result of a non-work related injury or illness.
SUPERVISED SICK LEAVE UNIT (SSLU):	Uniformed Sanitation Officers and other personnel who conduct home visits, either by telephone or personal visit, and perform related functions to ensure that employees on medical leave comply with the provisions of this PAP.
VERIFIED LODI	A work related injury with objective medical findings.
WORKERS' COMPENSATION LEAVE:	Injury or illness incurred by a civilian employee while performing assigned tasks during the assigned tour of duty and accepted by the Workers' Compensation Unit of the NYC Law Department as compensable.

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LISTING OF MEDICAL ZONES
ZONES 1-12

APPENDIX B MEDICAL LEAVE ZONES

ZONE # 1:

- o Pennsylvania
- o Borough of Manhattan
- o North Jersey - all areas above Newark as follows: Hudson County, Bergen County, Essex County, Morris County, Orange County, Sussex County

ZONE # 2: Borough of the Bronx

ZONE # 3: Brooklyn South with the following boundaries:

North to Jay Street
South to Emmons Avenue
East to Coney Island Avenue
West to Seagate Avenue

ZONE # 4: Brooklyn North and Brooklyn South with the following boundaries:

North to Greenpoint Avenue
South to Oriental Avenue
East to Elderts Lane
West to Coney Island Avenue

ZONE # 5: Queens West as follows:

- | | |
|--|------------------|
| o Astoria | o Middle Village |
| o Corona | o Ozone Park |
| o East Elmhurst | o Rego Park |
| o Forest Hills | o Richmond Hill |
| o Glendale | o Ridgewood |
| o Jackson Heights (south of Hillside Ave.) | o Sunnyside |
| o Jamaica (west of Van Wyck Expwy.) | o Woodhaven |
| o Kew Gardens | o Woodside |
| o Maspeth | |

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ZONE # 6:

Queens East as follows:

- o Bayside
- o Bellrose (north of Hillside Ave.)
- o College Point
- o Douglaston
- o Flushing
- o Fresh Meadows
- o Hollis (north of Hillside Ave.)
- o Jamaica Estates (north of Hillside Ave.)
- o Queens Village (north of Hillside Ave.)
- o Little Neck
- o Whitestone

ZONE # 7:

Queens East as follows:

- o Arverne
- o Belle Harbor
- o Bellrose (south of Hillside Ave.)
- o Breezy Point
- o Broad Channel
- o Cambria Heights
- o Edgemere
- o Far Rockaway
- o Hollis (south of Hillside Ave.)
- o Howard Beach
- o Jamaica (south of Hillside Ave. and east of Van Wyck Expressway.)
- o Laurelton
- o Neponsit
- o Queens Village (south of Hillside Ave.)
- o Rockaway
- o Rosedale
- o Roxbury
- o South Ozone Park
- o Springfield Gardens
- o St. Albans

ZONE # 8:

Borough of Staten Island

ZONE # 9:

- o State of Connecticut
- o Westchester County and all upstate New York

ZONE # 10:

Nassau County as follows:

- o Hempstead
- o Oyster Bay
- o North Hempstead

SECTION FOUR

P.A.# - 2007-04

ZONE # 11:

Suffolk County as follows:

- o Babylon
- o Brookhaven
- o East Hampton
- o Huntington
- o Islip
- o Riverhead
- o Shelter Island
- o Smithtown
- o South Hampton
- o Southold

ZONE # 12:

South Jersey - the City of Newark and the following counties:

- o Union
- o Elizabeth
- o Bayonne
- o Woodbridge
- o Edison
- o Middlesex
- o South Amboy
- o Perth Amboy
- o Monmouth
- o Ocean
- o Somerset
- o Hunterdon
- o Mercer
- o Burlington

SECTION FOUR



**THE CITY OF NEW YORK
DEPARTMENT OF SANITATION**

**AMENDMENT TO:
POLICY AND ADMINISTRATIVE PROCEDURE 2007-04**

EFFECTIVE DATE: September 7, 2011
SUBJECT: **MEDICAL LEAVE CONTROL**
AFFECTED DIRECTIVES: PAP 2007-04
REFERENCE: N/A

CLINIC OPERATIONS UNIT - 1ST FLOOR

FAX NUMBERS	212-437-4825; 212-437-4826
GENERAL INFORMATION	212-437-4828 or 4837
TELEPHONE RESUMPTIONS	212-437-4828, 4837 or 4887
NURSES STATION	212-437-4841 or 4842
REPORTING MEDICATIONS	212-437-4841
MEDICAL AUTHORIZATIONS (LODI)	212-437-4636
DISABILITY RETIREMENT UNIT	212-437-4870
HOSPITAL ADMISSION /DISCHARGE	212-437-4831
SANITATION SUPERVISOR	212-437-4821 or 4848

MEDICAL NOTES - MAILING ADDRESS

P.O. BOX 376
CANAL STREET STATION
NEW YORK, NY 10013

SSLU - 3RD FLOOR

HOME VISITATION SUPERVISOR	212-437-4874
AUTHORIZATION TO LEAVE HOME	212-785-1013

