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## MEMORANDUM

TO: Employee Name, Employee ID  
FROM: DRC  
RE: Disability Leave Denial Notification

Please be advised that it has been determined that you are not eligible for any disability leave benefits due to your (insert all reported injuries) sustained on (insert incident date) due to the following:

(Check all that apply)

- Injury/illness was not sustained directly in the performance of employee's assigned job duties.
- Injury/illness occurred prior to and/or after employee's assigned workday.
- Injury/illness occurred during employee's lunch or rest break.
- There is no heart/hypertension presumption for disability leave purposes.
- Injury/illness was not reported in writing to supervisor within 24 hours of occurrence.
- Employee's written notice did not state injury was due to their specific job performance.
- Recurrence/aggravation is not eligible for DL because initial injury/illness was previously denied.
- 180 calendar days of disability leave or maximum provided under CBA has been approved.
- Employee was not reviewed by County Clinic and waived disability leave benefits.

Detailed reason(s) for the denial of disability leave benefits. (Must be specific, e.g., when benefits were waived; why injury was not sustained in direct performance; why notice was not timely):

For further information about disability leave benefits, please see [OHRM's Disability Leave Webpage](#). Should you have any additional questions, please contact (DRC NAME/TEAM) at email@co.pg.md.us.

cc: disabilityleave@co.pg.md.us, OMS, OHRM  
County's Third-Party Administrator