

Disability Leave (DL) Submission Process for Departmental Risk Coordinators (DRCs)

Step One – DL Eligibility and Notice Requirements

Prior to requesting a DL Review, the DRC should ensure the employee's injury/illness was sustained directly in the performance of their assigned job duties in order to be eligible for DL.

In addition, the DRC should ensure that the employee gave written notice of their injury or illness to their supervisor immediately when possible or, at the latest, within twenty-four (24) hours of the occurrence, unless extenuating circumstances exist; and advised that they believed their injury/illness occurred directly in the performance of their duty. The same notice is required for recurrences and aggravations.

If both requirements have not been met, the DRC should notify employee in writing that they are not eligible for DL and keep a record of all injury-related correspondence.

Step Two – Execution of required DL Request Forms

The DRC should advise the employee's supervisor to email them a copy of the First Report of Injury and the supervisor's accident investigation report that have been completed within 72 hours of the workplace injury. In addition, the DRC should request that the employee complete an incident/injury report and email this initial injury paperwork to the DRC.

Step Three – DL Request Package Submission to OMS

For any employee who timely reported that they sustained an injury/illness in the direct performance of their job duties, the DRC should send the following DL Request Packet to OMS via disabilityleave@co.pg.md.us:

- 1) The completed but unsigned OMS Authorization form as a separate attachment; and,
- 2) The DL Checklist, along with all non-medical required injury paperwork, as a separate attachment. Please note that for employee confidentiality reasons, **no medicals should be maintained by the Agency/Department or sent to OMS.**

Step Four – DL Request Package Submission to the Clinic

After receiving a signed DL Authorization Form from OMS, the DRC should send the following to the County Onsite clinic via the pgcleave@concentra.com email:

- 1) The entire DL Request Packet; and,
- 2) Employee's position description as a separate attachment; and,
- 3) Any supporting medical documentation as a separate attachment.

Step Five – Clinic Coordination and Employee Notice

- 1) Once contacted by the Clinic with DL appointment options, the DRC should consult with the employee to confirm employee's availability to attend appointment.
- 2) Once confirmed, the DRC should advise Clinic of preferred appointment details.
- 3) After appointment details are finalized with the Clinic, the DRC should insert them on the signed DL Authorization form, re-save the DL Authorization form, and provide a copy to the employee. The DRC should also remind employee of the DL ineligibility consequence if they fail to fully cooperate and attend their DL appointment and recommend that employee take any medicals that they would like to be considered during their DL examination with them to the Clinic.

Step Six – Await Clinic DL Designation Notice

After a DL examination is completed, the Clinic, to the extent possible, will make a DL determination within 3 business days, and email a copy of the employee's DL Status Report and Form 2099 that advises of their DL eligibility status, and if approved, the nature and duration of the DL that has been granted to the respective DRC, Finance/Payroll analyst, OMS, and the County's TPA.

Upon receipt of the DL Status Report and Form 2099 from the Clinic, the DRC is responsible for providing the employee with a copy of this report via email. These emails should be saved for appeal purposes.