

**RETURN TO WORK POLICY**

**IN ORDER TO COMPLY WITH HIPAA REGULATIONS, AND TO MAINTAIN CONSISTENCY WITH THE INITIATION OF FMLA, ARDMORE ENTERPRISES WILL ENFORCE THE FOLLOWING RETURN TO WORK POLICY. HIPAA REGULATIONS STATE THAT ALL MEDICAL INFORMATION/ DOCTORS CERTIFICATES BE MAINTAINED UNDER LOCK AND KEY WITH HR/PERSONNEL. ADVISE STAFF TO SUBMIT ALL SUCH MATERIAL DIRECTLY TO THE HR DEPARTMENT.**

**HR IS RESPONSIBLE FOR RECEIPT OF ALL DOCTORS RETURN TO WORK STATEMENTS. SUPERVISORS SHALL NOTIFY THE HR DEPARTMENT WHEN ONE OF THEIR STAFF HAS BEEN OUT OF WORK FOR TWO DAYS. STAFF MEMBERS OUT OF WORK A THIRD DAY SHOULD REPORT TO HR WITH A DOCTORS CERTIFICATE AS SOON AS THEY RETURN TO WORK AND BEFORE REPORTING TO DUTY. AT THAT TIME, HR WILL REVIEW THE STAFF MEMBERS DOCTORS CERTIFICATE AND IF ACCEPTABLE, HR WILL ISSUE THE STAFF A COMPLETED RETURN TO WORK AUTHORIZATION FORM. AT NO TIME SHOULD A STAFF MEMBER BE PERMITTED TO WORK WITHOUT A RETURN TO WORK AUTHORIZATION FORM FROM THE HR DEPARTMENT.**

**IN THE EVENT THAT I AM UNAVAILABLE, STAFF MAY SUBMIT DOCTORS CERTIFICATES TO SHELLY GAYLORD OR DONALDA LOVELACE.**

**LAUREN PAULWELL  
HUMAN RESOURCES MANAGER**