

**HACKETTSTOWN MEDICAL CENTER
PHYSICAL/OCCUPATIONAL THERAPY PROCEDURE MANUAL
ILLNESS**

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Cross Referenced:

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Origin: Physical/Occupational Therapy

Authority: Therapy Services Manager

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POLICY:

An illness with absence **must** be reported by the employee **directly to the immediate supervisor or manager** as soon as possible after the illness is discovered, preferably before working hours begin. Each additional day of absence due to illness must also be reported to the supervisor or manager.

Procedures for absence are consistent with hospital policy.

If an employee fails to report unscheduled absence directly to supervisor, disciplinary process will be initiated.