

District 145 Human Resources Notification



TO: All Employees

DATE: August, 2025

RE: Return to Work After Receiving Medical Attention

This notification summarizes the procedures in place when an employee returns to work following a situation that requires medical attention or returning from a medical leave of absence.

Examples of medical situations requiring a Return to Work process include (but not limited to):

Surgery

Hospitalization

Injury - Accident

Pregnancy

If medical attention is/was needed,

1. The staff will immediately notify his/her supervisor and/or the Director of Human Resources. The staff will need to work with their medical provider by completing the [Release to Return to Work](#) form. This form should be sent (emailed/faxed) to the Director of Human Resources before returning to work.
2. The Director of Human Resources will work in conjunction with the immediate supervisor to determine a plan for returning to work based on the documented accommodations.
3. If accommodations are not noted, the Release to Return to Work form is still required before the employee resumes their duties.

