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DIRECTOR OF HUMAN RESOURCES

May 31, 2012

Memo To: All WCSD Employees
From: Joanne Sereda, Director of Human Resources
Re: Medical Documentation

Under certain circumstances, an employee will be required to produce medical documentation that verifies the employee's need to be absent from work. Sometimes an employee will voluntarily submit such documentation to avoid any future questions regarding the employee's attendance record. Our guidelines specify that acceptable medical documentation clearly states that an employee was unable to work on the date(s) in question due to illness or necessary medical appointments.

Effective immediately, only original medical documents with original signatures will be accepted by the HR Office. Photocopies will not be acceptable. Faxed documentation will be accepted only if faxed from the medical facility directly to the HR Office.

If you have any questions, please contact your personnel associate.