



Binghamton City School District

164 Hawley Street
PO Box 2126
Binghamton, NY 13902-2126
(607) 762-8100
Fax: (607) 762-8110

RETURN TO WORK PROCEDURES FOR ALL EMPLOYEES

When you have been out of work for an extended period (see examples 1-6 below), you will need to follow our return to work procedures.

1. Extended illness (5 days or more)
2. Serious injury (not job related)
3. Hospitalization
4. Maternity/paternity leave
5. Unpaid medical leave
6. Other situations, as requested

A “return to work” note from the requesting physician must be delivered to the Personnel Office. Please send it to Cindy O’Shea. The note can be email or faxed (762-8110). The note will be forwarded, by Personnel, to the District Health Office. You will be contacted to determine if an appointment is necessary, if any accommodations are needed and to update your medical history.

Return to work after a job related injury resulting in absence or treatment under Worker’s Compensation:

Prior to returning to work, the employee must obtain a “return to work” note from the treating physician, provide a copy to the Personnel Office and make an appointment with the District Health Office (607-762-8145).

Educating, empowering and challenging all students to become productive, global citizens through innovative approaches to learning.