

Non-Operational Staff:

What you should do

All Absences

Advise your supervisor that you are returning to work at least one day before your actual return. This will give your supervisor time to release any temporary employee that has been working in your place during your absence. Also advise your supervisor of any restrictions that you may have. We may be able to accommodate them.

21 Day or More Absence

You will also need to bring a completed Notice of Intent to Return to Work (PC Form 5178) to the Personnel Unit on the date of your return. If you do not have this form, please contact the Personnel Unit immediately.

Workers Compensation Injuries:

All absences, regardless of length or employee type, must be reported to and processed by the Personnel Unit. They must also be supported by medical documentation which must be submitted no later than the day before your actual return to work date.

In order to expedite your processing, please provide advance notice of your return to the Personnel Unit.

Getting you back to work
smoothly and safely



Los Angeles Unified School
District
**Transportation
Branch**

2710 Media Center Drive #100
Los Angeles CA 90065
Phone: 323.342.1300
Fax: 323.221.1637

Attn: Personnel Unit

Los Angeles Unified School District
Business Services Division

**Transportation
Branch**

Returning To Work



Personnel Unit
323-342-1300

Operational Staff:

What you should do

1 – 5 Day Absence

Advise your supervisor that you are returning at least one day before your actual return. This will give your supervisor time to release any temporary employee that has been working in your place during your absence.

Also advise your supervisor of any restrictions that you may have. We may be able to accommodate them.

6 – 9 Day Absence

In addition to the instructions for 1-5 day absences, you will need to provide your supervisor with a medical release from your doctor covering you for the entire absence.

10 - 20 Day Absence

You will need to bring your medical documentation in person to the Personnel Unit at Media Center at least one day before your actual return to work. Your documentation will be checked for medical restrictions and you may be sent to the district doctor for a return to work physical.

21 Day or More Absence

You will need to bring a completed Notice of Intent to Return to Work (PC Form 5178) and a Return to Work Information Following an Industrial/Illness Leave (Form 78.255) to the Personnel Unit one or two days before your actual return to work date, no later than 1:00 pm. If you do not have these forms, contact the Personnel Unit immediately for instructions. You may be sent to the district doctor for a return to work physical. You will be sent for drug-testing and to the Safety Center for credential clearance.

Please note: The Personnel clearance process may take anywhere from 1- 3 hours for all absences of 10 or more days.

The steps stated here are in addition to any instructions given in the Bus Driver Manual.

Operational Staff are:

All bus drivers, area bus supervisors, assistant area bus supervisors, driver trainer (bus and bus/truck), senior auto mechanic (bus and bus/truck), auto mechanic (bus/truck and non-bus/truck) , garage assistants, garage attendants

Workers Compensation Injuries:

Please contact the Personnel Unit for Returning-To-Work instructions.

All absences, regardless of length or employee type, must be supported by medical documentation which must be provided no later than the day before your actual return to work date.

In order to expedite your processing, please provide advance notice of your return to the Personnel Unit.