

Leave Narratives

2. All boxes must be completed, signed and dated by doctor. If information is missing, DOT HR office contacts employee's depot to get completed form faxed to office.
4. DOT HR office completes leave form by checking "No" for not cleared, signs and dates form. DOT HR office keeps a copy of return from leave form and sends one to the leave office.
5. DOT HR office checks Lawson for employee's current status (Active, Long Term Leave, etc.). DOT HR staff checks TIMS to verify current COMAR, BTW (Behind the Wheel) and if employee's DOT physical is current.
9. DOT HR staff sends email to depot staff and leave office that employee is cleared to return to work. Employee contacts training office to schedule makeup COMAR meeting.
12. DOT HR office emails depot staff and leave office that employee is cleared to work. Employee must schedule BTW with training office.
13. If employee is returning from Worker's Comp, DOT HR office must send employee for physical.
18. DOT HR office sends email to depot staff and leave office that employee is cleared to return to work. Employee contacts training office to schedule makeup COMAR meeting.
20. DOT HR office emails depot staff and leave office that employee is cleared to work. Employee must schedule BTW with training office.
22. DOT HR office explains and completes all forms including Mandatory Requirements, Consent and Release, Receipt of Program on Drug and Alcohol Testing, Secure Medical Authorization of Services forms and also adds date, time and Administrative Services Manager's name/"Current Employee" to top of Chain of Custody. Candidate reads and signs all forms.
23. Employee has 24 hours to go to Secure Medical with Authorization of Services form and Chain of Custody for testing.
32. DOT HR office completes transaction form, keeps a copy for employee file and sends a copy to HR office.
33. DOT HR office sends email to depot staff and leave office, keeps a copy attached to transaction form for employee file.

