



TAS NEWS

for Probationary Bus Operators

Important reminders about

Using Sick Leave

Here are some points to remember when using Sick Leave. Please mind them carefully.

- Make sure that you call in sick **at least 2 hours before** the start of your tour of duty.
- If you plan on leaving your home when you are sick, make sure to **call in before you leave and when you return.**
- Even if you are too sick to see a doctor, you need documentation confirming that you are sick. **Call a doctor,** arrange to have an appointment, and double-check that they have a record of your call.
- When filling out the Sick Leave form, make sure that the doctor's line on the sheet is **not altered in any way.**
- You have **three business days** after your return to submit a doctor's line.



Stephan Thomas - TAS Vice President

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