



**New York State Correctional Officers
& Police Benevolent Association, Inc.
Veterans Committee**



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**TO: NYSCOPBA Veterans Committee/Membership
FROM: E. Martinez, Veterans Committee Chairman
DATE: May 30, 2019
RE: Combat Health Related time off**

**This is in effect as of April 1, 2019 for Combat Health Related time off.
Please read Directive 2202 Page 4 (Section C) carefully, attached.**

Effective April 1, 2019, employees are eligible for paid leave without charge to leave credits for up to five work days annually for using any healthcare related services associated with an illness or injury sustained while in a combat theater or combat zone of operations.

This benefit is independent of the 30/22 benefit. Employees must provide documentation that they served in a combat theater or combat zone of operations.

Acceptable proof of service includes the employee's DD214, a certificate of release or discharge from active duty, or other department of defense document clearly indicating service in a combat theater or combat zone of operations.

Additionally, employees must submit medical documentation showing that the employee's absence was for the purpose of receiving healthcare services related to such duty. Combat related healthcare services may include any medical or psychological treatment or testing, hospital services, blood work or other laboratory tests. Medical documentation for these appointments must also conform with Section II, C, 3 or 4 of Directive 2202.

Please let me know if you have any further questions.

Medical documentation submitted after this date, or after the as directed date, should be considered untimely. Employees on Step III Formal Documentation of the Attendance Control Program, however, must submit adequate medical documentation immediately upon returning to duty.

For long-term medical absences, conforming medical documentation must be submitted within seven calendar days from the date the absence commenced. Future prospective medical documentation is to be submitted every two weeks thereafter; however, when circumstances of a particular employee's absence warrant it, the Medical Information Officer may allow the submission of medical documentation on a monthly basis.

6. Medical documentation may be required, regardless of whether or not the employee is on attendance control, from an employee who failed to report for duty after being denied the day off.
7. In exceptional circumstances, the supervisor may exercise the right to request medical documentation for any absence charged to sick leave or family sick leave regardless of duration. A diagnosis will not be required in these circumstances.

C. Granting of Prior Approved Sick Leave (Doctor's Appointments, Medical Tests, etc.)

1. To be considered pre-approved, a time off slip (Form #1031) must be filled out, and approved, no later than the previous shift worked by the employee.
2. Conforming documentation shall consist of an original note signed by the doctor or designee that contains the employee's name, location, start time, and end time of the appointment.

All notes and cards are subject to verification.

3. Appointments of 4 Hours or Less:
 - a. All NYSCOPBA represented employees: Conforming documentation for a prior approved medical absence of 4 hours or less is mandatory, upon return to duty.
 - b. Conforming documentation will not be subject to review to determine if the length of the absence was warranted, based on the location of the appointment and the start and end time of the appointment, so long as the total time of the absence was 4 hours or less.
 - c. Failure to provide conforming documentation shall result in AWOL. Upon the second instance of failure to provide conforming documentation, employees shall be subject to discipline.
4. Appointments of More Than 4 Hours:
 - a. Prior to approving more than 4 hours for a medical appointment, the Attendance Control Officer should closely question the need (e.g., location, time of the appointment, can it be scheduled during off hours, etc.).
 - b. All employees, regardless of negotiating unit: Conforming documentation for a prior approved medical absence of more than 4 hours is mandatory upon return to duty.