



HUDSON CITY SCHOOL DISTRICT

Rachel M. Risetto, Human Resource Manager

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To: Hudson City School District Faculty and Staff

Fr: Rachel Risetto, Human Resource Manager

Re: Medical Records/Medical Documentation

Da: September 1, 2021

As you are aware, maintaining employee privacy and confidentiality as it relates to medical documentation, is a priority of the District. As a result, effective September 1, 2021, the process for submitting medical documentation for all employees will be as follows:

1. All medical documentation shall be submitted directly to me either via email at risettor@hudsoncsd.org or via fax at 518-697-8315. Medical documents should not be provided to building administrators, clerical staff, or nursing staff.
2. Employees may voluntarily share information with their building administrator; however, they are not required to do so. Any inquiries regarding medical status from the District will come from me directly or through Melissa Noblin, Personnel Clerk; Leslie Coons, Administrative Assistant; or Tracy Gaffney, Secretary to the Superintendent.
3. All requests for leave under the Family Medical Leave Act (FMLA) should be directed to my attention. Required forms/medical documentation should be submitted either directly to me or to Leslie Coons, Administrative Assistant. The utilization of sick leave as a result of a qualifying event, which may include reasons such as surgery, hospital stay, disability leave due to childbirth, workers compensation injury, leave to care for a parent, spouse, child etc. based on their medical condition, is entitled to federal protection and therefore subject to approval under FMLA.
4. Please note, requests to utilize the sick leave bank may require an employee to submit medical documentation directly to the sick bank committee. This should go directly to Leslie Coons, Administrative Assistant, as part of the sick leave bank application.
5. Leave days taken that are attached to a vacation, recess or holiday may require medical documentation to be submitted, at the discretion of the Superintendent of Schools or designee. In these instances, medical documentation may be requested by Tracy Gaffney, Secretary to the Superintendent or Leslie Coons, Administrative Assistant to the School Business Administrator. It is appropriate and required to submit the appropriate documentation accordingly.

6. Employees requesting cancer screening leave must first submit a request for sick leave in Wincap. In order to be credited with your sick leave, employees must fill out the Cancer Screening Leave Form and submit their medical documentation confirming that they were seen by a medical care physician for that purpose directly to Tracy Gaffney, Secretary to the Superintendent.
7. Employees requesting leave for COVID-19, including but not limited to for vaccination purposes, should contact me directly, to discuss contractual benefits or federal/state benefits available.
8. Employees who are injured on the job, should contact Leslie Coons, Administrative Assistant to the School Business Administrator directly. All medical documentation related to a claim under NYS Workers' Compensation should be submitted to Leslie Coons directly. Please note that leaves for injuries under workers' compensation run concurrently with FMLA and therefore both processes will be followed.