QUICK REFERENCE GUIDE FOR THE
INTEGRATED DISABILITY MANAGEMENT (IDM) PROGRAM

The Integrated Disability Management (IDM) program is used to manage time absent from the workplace for employees who are absent ten (10) or more consecutive duty days due to non-work-related personal illnesses and injuries. See Superintendent’s Rule 4203. The Office of Employee Absence and Risk Management oversees the IDM program. See Superintendent’s Rule 4203.

IDM STEPS

Timekeeping – Each pay period, all supervisors and timekeepers are expected to gather attendance information and monitor absences.

Time Off Procedures – Employees are expected to inform their supervisors of any absences and follow their worksites procedures for calling off work.

Notification of Extended Time Off – Once the supervisor learns that an employee will be off work for an extended period of time due to a medical condition, the Supervisor completes and submits a Report of Extended Absence to the Office of Employee Absence and Risk Management for absence monitoring in the IDM program.

Medical Documentation Required – Once the Supervisor provides the Office of Employee Absence and Risk Management (OEARM) with the Report of Extended Absence, OEARM sends a letter to the employee with a Disability Slip for completion by the employee’s treating physician. Medical documentation is to be submitted to OEARM (not the employee’s supervisor).

Comply to Avoid Disciplinary Action – The employee is required to return the disability slip or any other medical documentation to the OEARM within the timeframe set forth in the letter. It is important that the employee act quickly and communicate with OEARM. The failure to submit medical documentation to OEARM and comply with deadlines may result in disciplinary action, up to and including termination.

Resources Provided – In the IDM program, employees are provided with information and resources to help them stay in a positive pay status and on an approved leave of absence.

Return to Work – Before returning to work, the employee must submit to OEARM a completed Release to Return to Work form from their treating physician. Once the documentation has been reviewed, OEARM will inform the employee when they are cleared to return to work. Employees may not return to work until they have been cleared to do so by OEARM.