



***** ATTENTION MEMBERS OF SMART-TD G0953 *****

PLEASE FOLLOW THE FOLLOWING PROCESS FOR REQUESTING UNPAID DAYS OFF FOR PREVENTATIVE MEDICAL APPOINTMENTS AS ALLOWED UNDER THE 2022 NATIONAL AGREEMENT (PUBLIC LAW 117-216). WHEN CARRIER HAS THEIR COMPUTER PROGRAMMING COMPLETE TO ALLOW FOR SELF-SERVICE REQUESTS, NEW INSTRUCTIONS WILL BE ISSUED.

EMAIL THE FOLLOWING INFORMATION AT LEAST 35 DAYS IN ADVANCE OF YOUR APPOINTMENT TO:

medical_layoff@utu953.org

OUR OFFICE WILL COMMUNICATE WITH CMS TO ARRANGE FOR APPROVAL OF YOUR APPOINTMENT AND THEN REPLY TO YOU. YOUR EMAIL MUST INCLUDE THE FOLLOWING INFO:

- **EMPLOYEE NAME**
- **EMPLOYEE ID#**
- **DATE OF APPOINTMENT**
- **ADDITIONAL INFORMATION REGARDING ANY EXPECTED PREPARATION OR RECOVERY DAYS.**

February 3, 2023