

Doctor Note Policy

- A doctor's excuse is required if an employee is ill three consecutive working days or is out due to an immediate family member's illness (spouse, parent, or child). Management may request a doctor's note at any time. CBE reserves the right to contact the employees' doctor to clarify their condition if provided a note.
- Any missed time due to illness, COVID, or unscheduled doctor's visit requires PTO, Personal Time, or makeup time to be used to cover the time missed. If an employee has exhausted these options, they must contact their supervisor for more information.
- Customer Solutions Associates will follow the Doctors Note Policy for Fraud & LNP.