



STATE EMPLOYEES Medical Documentation

WHAT IS SATISFACTORY MEDICAL DOCUMENTATION?

- Contains a brief statement of the nature of the illness
- Specifies inclusive dates of disability and treatment
- Certifies that the employee is disabled from the performance of his/her job duties
- Includes prognosis and anticipated return to work date
- Written on the Healthcare Provider's stationery or FMLA certification form
- Signed by the Healthcare Provider

WHEN IS MEDICAL DOCUMENTATION REQUIRED?

- Medical documentation must be provided for sick related absences of 5 consecutive days or more (personal or family), regardless of type of accruals being charged
- For employees on "Medical Restriction", medical documentation must be provided to the supervisor for all unscheduled absences, on the first day the employee returns to work
- Medical documentation is required for employees requesting leave under the Federal Family & Medical Leave Act (FMLA)
- Medical documentation is required for classified employees requesting Sick Leave at Half Pay, and professional employees requesting "Additional Sick Leave" (Presidential Sick Leave)
- Medical documentation is required for all employees requesting to participate in the Leave Donation Program
- Medical documentation is required to be submitted periodically for extended leaves
- For extended absences, medical documentation (that clears an employee's return to work) must be submitted to Human Resource Services (HRS), 48 hours prior to return date

HOW SHOULD MEDICAL DOCUMENTATION BE SUBMITTED?

- Medical documentation should **NEVER** be attached to a PeopleSoft form.
- For routine/minor illnesses (cold, flu, etc.) of 5 consecutive work days or more, upon return to work medical documentation should be submitted and attached to the employee's timesheet (for confidential purposes, the note should be placed in a sealed envelope by the employee and include the employee's name on the outside of the envelope).
- Medical documentation required for leaves under FMLA, for Sick Leave at Half Pay, Additional Sick Leave, and the Leave Donation Program, should be submitted directly to Human Resource Services (HRS).
- For Employees on the Web-based Time & Attendance System via Solar, days absent should be entered and medical documentation should be submitted to Time & Attendance Unit, Zip 0751. Employees should include a copy of their time entry screen with the medical documentation.

PLEASE NOTE:

*Faxed copies of medical documentation to HRS are accepted & originals should follow.

*Due to confidentiality reasons, departments cannot request copies of medical documentation.

REMINDERS:

1. Employees who may need to be absent from work for an extended period of time for personal or family illnesses, should be referred to HRS (ex. employee calls in, indicating broken leg).
2. Employees and supervisors should contact HRS when absences will be related to: surgery, maternity/paternity, chronic health conditions, etc. as they may qualify under FMLA.
3. Communication with HRS suggested when employees have been absent for greater than 5 days.
4. Employee & Labor Relations should be contacted, if employee has a pattern of call-ins.