

## **REQUIREMENTS FOR MEDICAL CERTIFICATION**

Medical certificates submitted by employees for any type of a medically related absence must be:

- 1.) From a licensed healthcare provider.
- 2.) Must certify that the employee is medically unable to perform the essential functions of their job, or a derivative of this language.
- 3.) Medical certifications must provide specific dates the employee will be unable to work.
- 4.) If the medical certification is for the care of the employee's immediate family, the certification must state that the eligible employee is needed to care for the family member and the amount of time they will be needed.
- 5.) Employees may also be required to provide medical certification that indicates any physical restrictions that prevent the employee from returning to work or any accommodations that may be needed for them to return to work.
- 6.) If the medical certification provides a prognosis, it must indicate an expected timeframe the employee's illness/injury will allow for their return to work with or without restrictions.
- 7.) Failure to provide a satisfactory medical note may result in the denial of a leave request until the employee obtains the required medical certification.
- 8.) Medical notes with only the following statements WILL NOT be considered valid and will not be accepted:
  - "Employee off work"
  - "Employee states they are ill"
  - "Off Work"
  - "Employee can work 22 hours per week"
  - "Employee TTD"

A "Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. **Hospital Care**

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

2. **Absence Plus Treatment**

(a) A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

- (1) Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
- (2) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

3. **Pregnancy** [NOTE: An employee's own incapacity due to pregnancy is covered as a serious health condition under FMLA but not under CFRA]

Any period of incapacity due to pregnancy, or for prenatal care.

4. **Chronic Conditions Requiring Treatment**

A chronic condition which:

- (1) Requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
- (2) Continues over an extended period of time (including recurring episodes of a single underlying condition); and
- (3) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.)

5. **Permanent/Long-term Conditions Requiring Supervision**

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

6. **Multiple Treatments (Non-Chronic Conditions)**

Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis, (physical therapy), kidney disease (dialysis).