

STANISLAUS COUNTY GUIDELINES FOR MEDICAL CERTIFICATION

County departments may request a medical certification when an employee is absent from work due to medical reasons for themselves or a qualifying family member. County Ordinance 3.40.010 specifies "An employee shall furnish a certificate issued by a licensed physician or other satisfactory proof of illness upon the request of the Department Head concerned." These guidelines are available to assist departments and employees in requesting and reviewing medical certifications in compliance with County policy.

General Requirements for Absences

Medical certification submitted by employees for a medically related absence must:

- 1) Be from a licensed healthcare provider;
- 2) Certify that the employee is medically unable to perform the essential functions of their job, or a derivative of this language; and
- 3) Provide specific dates the employee will be unable to work.

Requests for Accommodation

Medical certification that includes any temporary or permanent physical or psychological restrictions or need for accommodation must be clear enough to allow the County to explore reasonable accommodations with the employee to enable them to return to work.

Medical Certifications that include temporary work restrictions must be updated after each medical appointment or at a minimum every 90 days.

Care for Family Member

Medical certifications for providing family member care will vary based on the individual circumstance of the care and whether the care is being shared with other family members or performed solely by the employee; issues to consider include:

- 1) Certification should be from the family member's treating licensed healthcare provider;
- 2) Certification should state that it is medically necessary for the employee to provide care to the family member (may not include employee's name if the employee is sharing care responsibilities with others);
- 3) If the employee is requesting FMLA/CFRA, you may also require information on the type of care being provided;
- 4) Provide specific dates the care will be needed; and
- 5) If the employee is sharing care responsibilities with other family members, the employee must provide the County with an anticipated schedule where the employee is needed to be away from work to provide care.

Request for Prognosis

Departments may request an employee obtain a medical prognosis to include an expected date when the employee may be able to return to work with or without restrictions. If restrictions are anticipated, the doctor should describe the anticipated work restrictions.

Requests for prognosis are generally used in situations with long-term, chronic, recurring, or extended medical leave requests.

Failure to provide a satisfactory medical certification may result in the denial of a leave request or the inability to explore reasonable accommodations until the employee obtains the appropriate medical certification.