SOUTHINGTON Public Schools

Certification of Health Care Provider for Employee's Serious Health Condition

UPON COMPLETION, RETURN TO THE PATIENT OR FAX TO SOUTHINGTON PUBLIC SCHOOLS, HUMAN RESOURCE DEPARTMENT: (860) 628-3211

This form is used by Southington Public Schools to determine eligiblity of the federal Family and Medical Leave Act (FMLA) and/or the Connecticut Family and Medical Leave Act (CTFMLA). The employer requires an employee to submit a medical certification, issued by the employee's health care provider, when in need of a leave due to a serious health condition. The employee has **at least 15 calendar days** to provide the certification. If the employee fails to provide a complete and sufficient medical certification, their FMLA and/or CTFMLA leave request may be denied. Information about the FMLA may be found at https://www.dol.gov/agencies/whd/fmla; CTFMLA may be found at https://portal.ct.gov/DOLUI/newfmlaguidance.

SECTION I – EMPLOYEE (OR EMPLOYER)

This form asks the health care provider for the information necessary for a complete and sufficient medical certification. You may not ask the employee to provide more information than allowed under the law**.**

The human resource department will maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories as confidential medical records in separate files from the usual personnel files.

(1) Employee name: _____
First *Middle* *Last*

(2) Employer name: _____ Date: _____ *(mm/dd/yyyy)*

(3) The medical certification must be returned by _____ *(mm/dd/yyyy) (Must allow at least 15 calendar days from the date this form is received by the employee, unless it is not feasible despite the employee's diligent, good faith efforts.)*

(4) Employee's job title: Job description (☐is / ☐is not) attached. Employee's regular work schedule:

SECTION II - HEALTH CARE PROVIDER

Please provide your contact information, **complete all relevant parts** of this Section, and sign the form. Your patient has requested leave under the FMLA and/or CTFMLA. When submitted timely, complete, and with sufficient medical information, the Southington Public Schools human resource department will be able to determine eligibility and support a request for a leave due to the serious health condition of the employee. For FMLA and/or CTFMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves *inpatient care* or *continuing treatment by a health care provider*. For more information about the definitions of a serious health condition under the FMLA and/or CTFMLA, see the chart on page 4.

Health Care Provider's name: *(Print)* _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: _____ Fax: _____ E-mail: _____

Employee Name:_____

PART A: Medical Information

Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA and/or CTFMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition.

(1) State the approximate date the condition started or will start: _____ *(mm/dd/yyyy)*

(2) Provide your **best estimate** of how long the condition lasted or will last: _____

(3) Check the box(es) for the questions below, as applicable. For all box(es) checked, **the amount of leave needed must be provided in Part B**. (see "Definitions of Serious Health Condition" at the end of the document for more detailed explanation)

☐ **Inpatient Care**: The patient (☐ has been / ☐ is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

☐ **Incapacity plus Treatment**: *(e.g., outpatient surgery, strep throat)*

Due to the condition, the patient (☐ has been / ☐ is expected to be) incapacitated for *more than* three consecutive, full calendar days from _____ *(mm/dd/yyyy)* - _____ *(mm/dd/yyyy)*.

The patient (☐ was / ☐ will be) seen on the following date(s): _____

The condition (☐ has / ☐ has not) also resulted in a course of continuing treatment under the supervision of a health care provider *(e.g., prescription medication (other than over-the-counter) or physical therapy).*

☐ **Pregnancy**: The condition is pregnancy. List the expected delivery date: _____ *(mm/dd/yyyy)*.

☐ **Chronic Conditions**: *(e.g., asthma, migraine headaches)* Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

☐ **Permanent or Long-Term Conditions**: *(e.g., Alzheimer's, terminal stages of cancer)* Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

☐ **Conditions requiring Multiple Treatments**: (*e.g., chemotherapy treatments, restorative surgery)* Due to the condition, it is medically necessary for the patient to receive multiple treatments.

☐ **None of the above**: If none of the above condition(s) were checked, no additional information is needed. Go to page 3 to sign and date the form.

(4) Briefly describe other appropriate medical facts related to the condition(s). *(e.g., use of nebulizer, dialysis*)

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA and/or CTFMLA coverage.

(1) Due to the condition, the patient (☐ had / ☐ will have) **planned medical treatment(s)** (scheduled medical visits) *(e.g. psychotherapy, prenatal appointments)* on the following date(s): _____

(2) Due to the condition, the patient (☐ was / ☐ will be) **referred to other health care provider(s)** for evaluation or treatment(s). State the nature of such treatments: *(e.g., cardiologist, physical therapy)* _____

Provide your **best estimate** of the beginning date _____ *(mm/dd/yyyy)* and end date _____ *(mm/dd/yyyy)* for the treatment(s). Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery *(e.g., 3 days/week)* _____

(3) Due to the condition, it is medically necessary for the employee to work a **reduced schedule**.

Provide your **best estimate** of the reduced schedule the employee is able to work. From _____*(mm/dd/yyyy)* to _____ *(mm/dd/yyyy)* the employee is able to work: _____

(e.g., 5 hours/day, up to 25 hours a week)

(4) Due to the condition, the patient (☐ was / ☐ will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery. For the period of incapacity, please provide:

Your **best estimate** of the beginning date: _____

Your **best estimate** of the end date: _____

(5) Due to the condition, it (☐ was / ☐ is / ☐ will be) medically necessary for the employee to be absent from work on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur _____ times per(☐ day / ☐ week / ☐ month) and are likely to last approximately _____ (hours / days) per episode.

PART C: Job Description

If provided, the information in Section I question #4 may be used to answer this question. If the employer fails to provide a job description, answer these questions based upon the employee's own description of the essential job functions. An employee who must be absent from work to receive medical treatment(s), such as scheduled medical visits, for a serious health condition is considered to be *"not able"* to perform the essential job functions of the position during the absence for treatment(s).

(1) Due to the condition, the employee (☐ was not able / ☐ is not able / ☐ will not be able) to perform *one or more* of the essential job function(s). Identify at least one essential job function the employee is not able to perform:

Signature of Health Care Provider: _____ **Date:** _____ *(mm/dd/yyyy)*

Employee Name:_____

Definitions of a Serious Health Condition
Inpatient Care
• An overnight stay in a hospital, hospice, or residential medical care facility. • Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.
Continuing Treatment by a Health Care Provider (any one or more of the following)
Incapacity Plus Treatment: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either: • Two or more in-person or telemedicine visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or, • At least one in-person or telemedicine visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For
Pregnancy: Any period of incapacity due to pregnancy or for prenatal care.
Chronic Conditions: Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.
Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.
Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.