Code: **GCBDA/GDBDA-AR (3)(B)**
Adopted: 9/14/09, 8/14/17

CERTIFICATION OF HEALTH CARE PROVIDER
Family Member's Serious Health Condition

TO BE COMPLETED BY THE DISTRICT

The Family Medical Leave Act (FMLA) provides that a district may require an employee seeking FMLA leave protections because of a need for leave to care for a covered family member with a serious health condition to submit a medical certification issued by the health care provider of the covered family member. Employees may not be asked to provide more information than allowed under the FMLA regulations. The district will maintain records and documents relating to medical certification, re-certifications or medical histories of the employee's family members, created for FMLA purposes, as confidential medical records in separate files from personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.
District contact person: _____

Employee's job title: _____ Regular work schedule: _____

Employee's essential job functions: _____

_____

Check if job description is attached: □

Return this completed form on _____ (date) (must be at least 15 days after employee is notified of this requirement).

TO BE COMPLETED BY THE EMPLOYEE

Complete the information below before giving this form to your family member or his/her medical provider. The return of this form is required to obtain or retain the benefit for FMLA protections. Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request.

Employee Name: _____
First Middle Last

Relationship and name of family member for whom employee will provide care: _____
Relationship

_____
First Middle Last

If the family member is your child, please provide his/her date of birth:_____

Describe the care you will provide to your family member and estimate the leave needed to provide such care:

_____

_____

_____ _____
Employee signature *Date*

TO BE COMPLETED BY THE HEALTH CARE PROVIDER

The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be the 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 coverage. Limit your responses to the condition for which the patient needs leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), C.F.R. § 1635.3(b). Please be sure to sign the form on the last page.

Provider's name and business address: _____

_____ Type of practice/Medical specialty: _____

Telephone: (_____) Fax: (_____)
Email: _____

Medical Facts

1. The approximate date the condition commenced: _____

The probable duration of the condition: _____

Was the patient admitted for an overnight stay in a hospital, hospice or residential medical care facility?
❑ No ❑ Yes If yes, date of admission: _____

List the dates(s) you treated the patient for their condition: _____

Was medication, other than over-the-counter medication, prescribed? ❑ No ❑ Yes

Will the patient need to have treatment visits at least twice per year due to the condition? ❑ No ❑ Yes

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?

❑ No ❑ Yes If yes, state the nature of such treatments and expected duration of treatment: _____

_____

2. Is the medical condition pregnancy? ❑ No ❑ Yes If yes, expected delivery date: _____
3. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis or any regimen of continuing treatment such as the use of specialized equipment):

_____

_____

Amount of leave needed

When answering these questions, keep in mind that your patient's need for care from the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs or the provision of physical or psychological care.

1. Will the patient be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ❑ No ❑ Yes If yes, estimate the beginning and ending dates for the period of incapacity: _____ During this time will the patient need care? ❑ No ❑ Yes
   Explain the care needed by the patient and why such care is medically necessary: _____

   _____
2. Will the patient require follow-up treatment, including any time for recovery? ❑ No ❑ Yes
   Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period: _____

   Explain the care needed by the patient and why such care is medically necessary: _____

   _____
3. Will the patient require care on an intermittent or reduced schedule basis, including any time for recovery?
   ❑ No ❑ Yes Estimate the part-time or reduced work schedule the employee needs, if any:
   ____ hour(s) per day; _____ days per week, from: _____ through: _____
   Explain the care needed by the patient and why such care is medically necessary: _____

   _____
4. Will the condition cause episodic flare-ups periodically preventing the employee from participating in normal daily activities? ❑ No ❑ Yes Is it medically necessary for the employee to be absent from work during the flare-ups? ❑ No ❑ Yes If yes, explain: _____

   Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next six months (e.g., one episode every three months lasting one to two days):

   Frequency: _____ times per week(s) _____ month(s)

   Duration: _____ hours _____ day(s) per episode
   Does the patient need care during these flare-ups? ❑ No ❑ Yes Explain the care needed by the patient, and why such care is medically necessary _____

   _____

Additional Information – Identify the question number with your additional answer: _____

_____

_____

Signature of Health Care Provider: _____ *Date:* _____