

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 523.11 - MEDICAL CERTIFICATION FOR ILLNESS

- A. Staff person(s) not eligible for Family or Medical Leave (FMLA) who developed a prolonged sickness, serious health condition(s), requires surgery, or other serious health problem which results in the staff person(s) being absent for more than three (3) days, is required to submit notice of medical leave.
- B. In circumstances where abuse of sick leave is suspected, a doctor's medical release (excuse) may be required and submitted to the District Administrator for Board action. The medication release must state the general cause(s) for the medical leave of absence. If a medical release is not received, the staff person may be subject to disciplinary action.
- C. Prior to returning to work the staff person(s) must submit from a doctor a medical release indicating the staff person(s) is ready to return to work and can assume all responsibilities required by the job. The medical release must be received one week prior to the staff person(s) return so the district may make adjustments to the work schedule if necessary.
- D. If the staff person(s) can return to work but is not capable of undertaking the full responsibilities required by the job, the medical assurance certification will need to indicate the following items:
 - 1. Reason(s) why he/she cannot perform the full job description.
 - 2. What he/she can and cannot do.
 - 3. Statement or description of working conditions required by him/her.
 - 4. When he/she will be able to assume full job responsibilities. In this case, another medical assurance certification will be required and indicate the staff person(s) can assume the regular job responsibilities.

ADOPTION DATE: January 10, 2000

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE: