Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

Policy

1. An employee must submit a statement from a licensed health care professional to justify the use of sick leave (time) if one of the following conditions exist:
   a) The employee is off work for five or more consecutive work days (or as required by applicable collective bargaining agreement);
   b) The employee has been off work (regardless of the length of absence) and is released to return to work with restrictions by his or her licensed health care professional;
   c) The employee has been exposed to a contagious disease.

2. In the event the administrative authority has a reasonable belief that the employee's ability to perform or continue to perform the essential job functions of his or her position is impaired by a medical (including a mental) condition per Human Resources Policy 21-20, the employee may be referred to University Health Services for evaluation and possible follow up.

3. Before returning to work under the conditions noted in section 1 (a-c), the employee must:
   a) Submit one of the following documents:
      1) a statement from the licensed health care professional stating the employee is able to resume all work duties; or
      2) a statement identifying any work restrictions and the duration thereof; and
b) Be evaluated and released to return to work by University Health Services (UHS). The employee cannot report to the work site until he or she has been cleared by UHS.

4. If five or more consecutive work days of sick leave (time) are used to care for a member of the immediate family (as defined in Human Resources Policies 21-01 and 21-16), a statement from a licensed health care professional stating the nature of the condition and the necessity for the employee's presence for care shall be required to justify the use of sick leave (time).

Procedure

1. Employees must submit a licensed health care professional’s statement to University Health Services.

2. The form must be retained by University Health Services.

3. Employees should reference Human Resources Policy 21-01 regarding use of sick leave (time) for additional information.