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 supervisor/manager/director 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 behavioral health) condition per Human Resources Policy 21-20, the employee may be referred to University Health Services for evaluation and possible follow up.

3. 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 certification of healthcare provider (CHCP) form shall be required to justify the use of sick leave (time).

Procedure
1. Employees should reference Human Resources Policies 21-01 regarding use of sick leave (time) and 21-26 regarding return to work for additional information.