

## Internal Governing Policies

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### #37 - Medical Clearance After Absence Due to Illness or Injury

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**Approved:** September 12, 2012

**Monitor:** Vice President for Business Affairs

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If an employee is absent because of illness or injury for a period of more than ten (10) consecutive working days, the following policy shall apply:

1. The employee must have submitted a Family and Medical Leave/Other Medical Leave of Absence Request form in accordance with Internal Governing Policy #6.
2. The employee shall provide, to the Department of Human Resources (A&P and Civil Service employees) or the Office of the Vice President for Academic Affairs (faculty and ASP employees), a written statement and/or opinion from a health care provider, as defined by the Family and Medical Leave Act, that the employee is medically fit to perform the essential functions of the employee's position before being allowed to return to work. The health care provider's notice must state the employee's ability to return to work, restrictions, if any, and the time limitation of such restrictions.
3. The University reserves the right to have a second opinion, from a health care provider of its choice at the University's expense, to determine if the employee is capable of performing the essential functions of his/her position.

If the employee is not considered medically capable of performing the essential functions of his/her position, the employee shall not receive medical clearance to return to work.

When the employee is considered medically capable of returning to work, the Department of Human Resources (A&P and Civil Service employees) or the Office of the Vice President for Academic Affairs (faculty and ASP employees) shall advise the employee and the supervisor that the employee may return to work.