

Policy Number: 37

MEDICAL CLEARANCE AFTER ABSENCE DUE TO ILLNESS OR INJURY

If an employee is absent because of illness or injury for a period of more than two weeks, the following policy shall apply:

1. The employee must complete a request for medical leave form and return it to:

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|-------------------------|---|
| A & P employees | Office of the President |
| Civil Service employees | Department of Human Resources |
| Faculty & ASP employees | Office of the Vice President for Academic Affairs |
2. The employee shall provide, to the appropriate office above, a written statement and/or opinion from the treating physician that the employee is medically fit to perform the essential functions of the employee's position before being allowed to return to work. The physician'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 physician 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 appropriate office above shall advise the employee and the supervisor that the employee may return to work.

Approved:
President
June 26, 2002

Monitor: Vice President for Business Affairs