Leave of Absence (LOA)
Certification of Health Care Provider for Employee's Serious Health Condition

The leave of absence (LOA) program provides an employee the option to request a designated LOA for personal illness when the employee is incapacitated due to physical or mental illness, including long-term disability (LTD) approved claims. To be considered for this unpaid leave request due to a serious health condition, the employee must submit a medical certification issued by the employee's health care provider. The employee must provide the medical certification required to support the LOA application within 7 days of submitting the application for leave. If the employee fails to provide complete and sufficient medical certification, the LOA leave request may be denied. Completed forms should be sent via email to DisabilityandLeaves@fcps.edu or via fax 571-423-5013. More information about unpaid leave of absences may be found on the FCPS website (www.fcps.edu, search "LOA").

Employee's name: _____ Employee ID: _____

SECTION I: For Completion by the EMPLOYEE or EMPLOYER

This form is not required and asks the health care provider for the information necessary for a complete and sufficient medical certification. Please complete this section before giving this form to your health care provider.

Employer name and contact: Fairfax County Public Schools, Human Resources Department, Benefits, 571-423-3200

Employee's job title: _____

Employee's essential job functions: _____

_____

Work location: _____ Regular work schedule: _____

Work phone: _____ Work fax: _____

Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for leave purposes as confidential medical records in separate files/records from the usual personnel files. Employees are not required to provide medical certification if requesting LOA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

I have read the most current version of Regulation 4822, Leaves of Absence and understand my obligation under the regulation. Less-than-12-month employees must request an LOA for the next school year by March 1. When LOA is granted, the leave will be for the remainder of the school year. 12-month employees must request an LOA 30 days in advance of the beginning date. The duration of the LOA will be determined by the request of the employee and the needs of the school system, but will not exceed one calendar year.

Under no circumstance shall an employee on an LOA for personal illness be engaged in work or work-related activities of any kind for another employer. An employee on approved LOA may not be gainfully employed in his or her same or similar position in another jurisdiction, organization, or company. Accepting external employment constitutes resignation from FCPS employment.

Employee Signature _____ **Date** _____ *(mm/dd/yyyy)*

Date Received by Disability and Leaves: _____

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Employee Name: _____

SECTION II: For Completion by the HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this section, and sign the form. Your patient has requested unpaid leave of absence (LOA). The LOA for personal illness requires that the employee submit a timely, complete, and sufficient medical certification to support a request for leave due to the serious health condition. For LOA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. For more information about the definitions of a serious health condition see the chart on page 4.

Health Care Provider's Name: _____

Health Care Provider's Business Address: _____

Type of practice or medical speciality: _____

Telephone: _____ Fax: _____ Email: _____

PART A: MEDICAL INFORMATION

Limit your response to the medical condition(s) for which the employee is seeking leave. Your answers should be your best estimate based upon your medical knowledge, experience, and examination of the patient. After completing Part A, complete Part B to provide information about the amount of leave needed. "Incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition.

1. Approximate date condition started/will start: _____ *(mm/dd/yyyy)*
2. Provide your best estimate of how long the condition lasted or will last: _____
3. Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

   ☐ **Inpatient Care:** The patient (☐ has been / ☐ is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

   ☐ **Incapacity plus Treatment:** *(e.g. outpatient surgery, strep throat)*
   Due to the condition, the patient (☐ has been / ☐ is expected to be) incapacitated for more than three consecutive, full calendar days from _____ *(mm/dd/yyyy)* to _____ *(mm/dd/yyyy).*

   The patient (☐ was / ☐ will be) seen on the following date(s): _____

   The condition (☐ has / ☐ has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment).

   ☐ **Pregnancy:** The condition is pregnancy. List the expected delivery date: _____ *(mm/dd/yyyy).*

   ☐ **Chronic Conditions:** *(e.g. asthma, migraine headaches)*
   Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

   ☐ **Permanent or Long Term Conditions:** *(e.g. Alzheimer's, terminal stages of cancer)*
   Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

   ☐ **Conditions requiring Multiple Treatments:** *(e.g. chemotherapy treatments, restorative surgery)*
   Due to the condition, it is medically necessary for the patient to receive multiple treatments.

   ☐ **None of the above:** If none of the above condition(s) were checked (i.e., inpatient care, pregnancy), no additional information is needed. Go to page 4 to sign and date the form.

4. If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks leave. (e.g., use of nebulizer, dialysis): _____

Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

Employee Name: _____

PART B: AMOUNT OF LEAVE NEEDED

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime", "unknown", or "indeterminate" may not be sufficient to determine qualifying reasons for LOA.

5. Due to the condition, the patient (☐ had / ☐ will have) planned medical treatment(s) (scheduled medical visits) (e.g. psychotherapy, prenatal appointments) on the following date(s): _____

6. Due to the condition, the patient (☐ was / ☐ will be) referred to other health care provider(s) for evaluation or treatment(s).

   State the nature of such treatments: (e.g. cardiologist, physical therapy) _____

   Provide your best estimate of the beginning date _____*(mm/dd/yyyy)* and end date _____*(mm/dd/yyyy)* for the treatment(s).

   Provide your best estimate of the duration of the treatment(s), including any period(s) of recovery (e.g. 3 days/week):

   _____

7. Due to the condition, it is medically necessary for the employee to work a reduced schedule.

   Provide your best estimate of the reduced schedule the employee is able to work (e.g., 5 hours/day, up to 25 hours a week).

   From _____ *(mm/dd/yyyy)* to _____ *(mm/dd/yyyy)*, the employee is able to work

   _____*(hours per day)* _____*(days per week).*

8. Due to the condition, the patient (☐ was / ☐ will be) incapacitated for a continuous period of time, including any time for treatment(s) and/or recovery.

   Provide your best estimate of the beginning date _____*(mm/dd/yyyy)* and end date _____*(mm/dd/yyyy)* for the period of incapacity.

9. Due to the condition, it (☐ was / ☐ is / ☐ will be) medically necessary for the employee to be absent from work on an intermittent basis (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your best estimate of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

   Over the next 6 months, episodes of incapacity are estimated to occur _____ times per (☐ day / ☐ week / ☐ month) and are likely to last approximately _____ (☐ hours / ☐ days) per episode.

PART C: ESSENTIAL JOB FUNCTIONS

If provided, the information in Section I may be used to answer this question. If the employee or employer fails to provide a statement of the employee's essential functions or a job description, answer these questions based upon the employee's own description of the essential job functions. An employee who must be absent from work to receive medical treatment(s), such as scheduled medical visits, for a serious health condition is considered to be not able to perform the essential job functions of the position during the absence for treatment(s).

10. Due to the condition, the employee (☐ was not able / ☐ is not able / ☐ will not be able) to perform one or more of the essential job function(s). Identify at least one essential job function the employee is not able to perform:

    _____

    Is the employee disabled from working in any capacity or could the employee return to work with accommodation? If so, what accommodations are necessary?

    Beginning date _____*(mm/dd/yyyy)* Ending date _____*(mm/dd/yyyy)*

PART D: SIGNATURE

_____ _____

Signature of Health Care Provider **Date**

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Definitions of a Serious Health Condition *(See 29 C.F.R. §§ 825.113-.115)*

Inpatient Care

- An overnight stay in a hospital, hospice, or residential medical care facility.
- Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.

Continuing Treatment by a Health Care Provider (any one or more of the following)

Incapacity Plus Treatment: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either:

- Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or,
- At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.

Pregnancy: Any period of incapacity due to pregnancy or for prenatal care.

Chronic Conditions: Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.

Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.

Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.