

Medical Certification for EMPLOYEE FMLA - Form #2E

SECTION 1: To be completed by the EMPLOYEE:

Name of Employee (Print): _____

Employee Contact Information: _____ (phone) _____ (email)

My regular work hours/schedule is: _____ to _____ from _____ a.m./p.m. to _____ a.m./p.m.
(days of the week)

I authorize do not authorize (check one) the health care provider identified below to provide the information requested on this form for the purpose of determining if I qualify for an FMLA leave and for a designated IU human resources professional to contact the health care provider to authenticate and/or clarify the information, if needed. I understand that if I do not agree to this authorization, my FMLA leave request could be delayed or denied.

Employee's Signature: _____ Date: _____

An employee who fraudulently obtains FMLA leave will be subject to disciplinary action, up to and including termination.

SECTION 2: To be completed by the EMPLOYER:

- A completed Form 3, **Intent to Return and Fitness for Duty/Medical Release**, will be required prior to the employee's return to work, Yes No
- If yes, essential job functions are attached (**REQUIRED** for Serious Health Conditions)
 Yes, it is attached

SECTION 3: To be completed by the HEALTH CARE PROVIDER only:

Instructions to the Health Care Provider: Your patient has indicated a need for leave under the FMLA. Answer fully and completely ALL applicable parts. Your answer should be your **best estimate** based on your medical knowledge and experience. "Unknown" or "indeterminate" is not sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Failure to provide sufficient information may cause the employee's FMLA request to be delayed or denied.

Part A: Medical Facts:

Approximate date condition began: _____ Probable duration: _____

Mark below as applicable:

1. Was the patient admitted for an overnight stay in the hospital, hospice, or residential medical care facility?
 Yes No If yes, date(s) of admission: _____
2. Dates you have treated the patient for this condition: _____
3. Will the patient need to have treatment visits at least twice per year due to the condition? Yes No
4. Was medication other than over-the-counter medication prescribed? Yes No
5. Was the patient referred to other health care provider(s) for evaluation or treatment (e.g. physical therapist)?
 Yes No If yes, state the nature of such treatments, expected duration of treatment, and the name of other medical provider: _____

6. Is the medical condition due to complications of pregnancy? Yes No If yes, expected delivery date: _____

Comments: _____

Answer the questions if the essential functions of the employee's job are attached.

7. Is the employee **unable** to perform any of his/her essential job functions due to the condition? Yes No
If yes, identify the essential job functions the employee is **unable** to perform: _____

8. Describe relevant facts such as symptoms, diagnosis, or any regimen of continuing treatment, related to the condition for which the employee needs leave: _____

Part B: Amount of Leave Needed:

1. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition including any time for treatment and recovery? Yes No If yes, estimate the beginning and ending dates for the continuous period of incapacity: _____

2. Will it be **medically necessary** for the employee to have follow-up treatments? Yes No

3. If applicable, estimate times needed for treatments, appointments, and recovery: _____

4. Is it **medically necessary** for the employee to work part-time or a reduced work schedule? If yes, please estimate the:
____ Hour(s) per day off work ____ Day(s) per week off work
From (date) _____ through (date) _____

5. Will the condition cause episodic flare-ups which prevent the employee from performing his/her job functions?
 Yes No
Is it **medically necessary** for the employee to be absent from work during the flare-ups? Yes No If yes, explain:

6. Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of incapacity that the patient may have (e.g. an episode every 3 months lasting 1 day):

Frequency: _____ # times per week or month

For: _____ # hours or _____ # day(s) per episode

From: _____ (date) to _____ (date)

Signature of Health Care Provider: _____ Date: _____

Printed name of Health Care Provider: _____

Type of Practice/Medical specialty: _____

Contact information of Health Care Provider: _____
(Address)

(Phone number)

(Fax)

(Email address)