

## Medical Certification for FAMILY FMLA - Form #2F

### 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.*

Name and relationship of family member needing your care: \_\_\_\_\_

If family member is your child or same sex domestic partner's child, provide the date of birth of the child: \_\_\_\_\_

Describe the care you will provide to your family member and estimate time needed to provide care: \_\_\_\_\_

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### SECTION 2: To be completed by the HEALTH CARE PROVIDER only:

**Instructions to the Health Care Provider:** A family member of your patient has indicated a need for leave under the FMLA. Answer fully and completely ALL applicable parts. Give your **best estimate** as answers, based on your medical knowledge and experience. "Unknown" or "indeterminate" is not sufficient to determine FMLA coverage. Limit your response to the condition for which the patient needs care. 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. Date(s) 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. Is your patient reliant on others for transportation for medical care?  Yes  No
6. 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 the other medical provider:  
\_\_\_\_\_  
\_\_\_\_\_

7. Is the medical condition due to pregnancy complications of the spouse or qualified same sex domestic partner?  
 Yes  No If yes, expected delivery date: \_\_\_\_\_
8. Describe relevant medical facts related to the condition for which the patient needs care (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Part B: Amount of Leave Needed:** (Please answer the following questions based on the employee's work hours and schedule – in Section 1 of this form.)

1. Will the patient be incapacitated for a single continuous period of time including any time for treatment and recovery during the hours the employee works?  Yes  No
- a. During this time, will the patient need care during the hours the employee works?  Yes  No If yes, estimate the beginning and ending dates for the period of incapacity: \_\_\_\_\_  
 If yes, explain the care and why such care is medically necessary: \_\_\_\_\_  
 \_\_\_\_\_
2. Will the patient require care due to follow-up treatment appointment(s) including time for recovery during the hours the employee works?  Yes  No
- a. If any, estimate treatment schedule including the dates of scheduled appointments and the time required for each appointment, including any recovery period: \_\_\_\_\_  
 \_\_\_\_\_
- b. Will the patient require care on an intermittent or reduced schedule basis including time for recovery during the hours the employee works?  Yes  No  
 If yes, please estimate the hours the patient needs care on an intermittent basis, if any:  
 \_\_\_\_ # Hour(s) per day \_\_\_\_ # Day(s) per week or \_\_\_\_ # Days(s) per month From \_\_\_\_ through \_\_\_\_  
 (Date) (Date)  
 If yes, explain the intermittent care and why such care is medically necessary: \_\_\_\_\_  
 \_\_\_\_\_
3. Will the condition cause episodic flare-ups which prevent the patient from participating in normal daily activities?  
 Yes  No
- a. Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related 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)
- b. Does the patient need care during these flare-ups?  Yes  No  
 If yes, explain the care and why such care is medically necessary: \_\_\_\_\_  
 \_\_\_\_\_

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)