CERTIFICATION OF HEALTH CARE PROVIDER FOR FAMILY MEMBER'S SERIOUS HEALTH CONDITION FAMILY AND MEDICAL LEAVE ACT

Form WH-380-F
San Angelo ISD Revised December 2009

Section I: For Completion by the *EMPLOYER*

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave to care for a covered family member with a serious health condition to submit a medical certification issued by the employee's health care provider of the covered family member. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306–825.308. Employers must generally maintain records and documents relating to medication certifications, re-certifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer Name and Contact: **San Angelo Independent School District**
1621 University Avenue
San Angelo, TX 76904

Section II: For Completion by the *EMPLOYEE*

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your family member or his/her medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections, 29 U.S.C. §§ 2613, 2614 (c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. §825.305.

Your Name: _____
First Middle Last

Name of family member for whom you will provide care: _____
First Middle Last

Relationship of family member to you: _____

If family member is your son or daughter, date of birth: _____

Describe care you will provide to your family member and estimate leave needed to provide care:

_____

_____

_____

_____

_____

_____ _____
Employee Signature **Date**

Section III: For Completion by the *HEALTH CARE PROVIDER*

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to 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 FMLA coverage. Limit your responses to the condition for which the patient needs leave. Page 3 provides space for additional information, should you need it. **Please sign the form on the last page.**

Provider's Name and Business Address: _____

_____

Type of Practice / Medical Specialty: _____

Telephone: (_____) _____ Fax: (_____) _____

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Part A: Medical Facts

1. Approximate date condition commenced:_____

   Probable duration of condition:_____

   Mark below as applicable:
   Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?

   ❒ Yes ❒ No If yes, provide dates of admission:_____

   Date(s) you treated the patient for condition:_____

   Will the patient need to have treatment visits at least twice per year due to the condition? ❒ Yes ❒ No

   Was medication, other than over-the-counter medication, prescribed? ❒ Yes ❒ No

   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 and expected durations of treatment:

   _____

   _____

2. Is the medical condition pregnancy? ❒ Yes ❒ No If yes, expected delivery date:_____

   _____

   _____

   _____

3. Describe other relevant medical facts, if any, related to the condition for which the patient needs care (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

   _____

   _____

   _____

Part B: Amount of Leave Needed - When answering these questions, keep in mind that your patient's need for care by the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs, or the provision of physical or psychological care.

4. Will the patient be incapacitated for a single continuous period of time, including any time for treatment and recovery? ❒ Yes ❒ No

   If so, estimate the beginning and ending dates for the period of incapacity:_____

   _____

   During this time, will the patient need care: ❒ Yes ❒ No

   If yes, explain the care needed by the patient and why such care is medically necessary:_____

   _____

5. Will the patient require follow-up treatments, including any time for recovery? ❒ Yes ❒ No

   Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:_____

   _____

Explain the care needed by the patient, and why such care is medically necessary: _____

_____

6. Will the patient require care on an intermittent or reduced schedule basis, including any time for recovery?
❒ Yes ❒ No

Estimate the hours the patient needs care on an intermittent basis, if any:

_____ hours per day;_____days per week from_____through_____

Explain the care needed by the patient, and why such care is medically necessary:_____

_____

7. Will the condition cause episodic flare-ups periodically preventing the patient from participating in normal daily activities? ❒ Yes ❒ No

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 over the next 6 months (e.g., 1 episode every 3 months lasting 1–2 days).

Frequency: _____times_____ per week(s)_____month(s)

Duration: _____hours or_____ day(s) per episode

Does the patient need care during these flare ups? ❒ Yes ❒ No

Explain the care needed by the patient, and why such care is medically necessary:_____

_____

_____

Additional Information: Identify Question Number with Your Additional Answer

_____

_____

_____

_____

_____

_____

_____

_____ _____

Signature of Health Care Provider **Date**

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years, 29 U.S.C. § 2616, 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW Washington, DC 20210. **DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.**