LSU | OFFICE OF HUMAN RESOURCE MANAGEMENT

Mail or fax to:
Louisiana State University
Office of Human Resource Management
110 Thomas Boyd Hall
Baton Rouge, LA 70803
Attention: FMLA Specialist
hrfmla@lsu.edu
Fax: 225-578-5981

CERTIFICATION OF PHYSICIAN OR PRACTITIONER
FAMILY MEDICAL LEAVE ACT OF 1993

Section I: For completion by the EMPLOYEE

Employee Name: _____ Workday ID: _____

Employee Signature: _____ Date: _____

Employee Address: _____ Phone: _____

Are you currently a tenure-track faculty member? [If you have already obtained tenure, circle, "no."] YES NO

Prefer the response by email? YES NO Email address: _____

Employee's Supervisor's Name: _____

Patient's Name *[If other than employee]*: _____

Patient's Relationship to Employee *[If child, please state age]*: _____

Section II : For completion bythe PHYSICIAN

Diagnosis/Reason for Request: _____

Date condition commenced: _____

Probable duration of condition: _____

☐ Continuous Absence ☐ Intermittent Absence

Section III: For completion by the PHYSICIAN

Regimen of treatment to be prescribed. *[Indicate number of visits, general nature and duration of treatment, including referral to other provider of health services. Include schedule of visits or treatment if it is medically necessary for the employee to be off work on an intermittent basis or to work less than the employee's normal schedule of hours per day or days per week.]*

By Physician or Practitioner: _____

_____

_____

By another provider of health services, if referred by a Physician or Practitioner: _____

_____

_____

Section IV: For completion by the PHYSICIAN

If this certification relates to care for the employee's seriously ill family member, skip items in section IV and proceed to Section V. Otherwise, continue below.

Check Yes or No in the boxes below, as appropriate.

Yes	No	
☐	☐	Is inpatient hospitalization of the employee required?
☐	☐	Is employee able to perform work of any kind *[If "no," skip to next item.]*
☐	☐	Is employee able to perform the functions of employee's position? *[Answer after reviewing statement from employer of essential functions of employee's position, or, if none provided, after discussing with employee*

Section V: For completion by the PHYSICIAN

For certification relating to care for the employee's seriously ill family member, complete items in Section V as they apply to the family member then proceed to Section VI.

Check Yes or No in the boxes below, as appropriate.

Yes	No	
☐	☐	Is inpatient hospitalization of the family member (patient) required?
☐	☐	Does, or will, the patient require assistance for basic medical, hygiene, nutritional needs, safety or transportation?
☐	☐	After review of the employee's signed statement *[at the end of this section]*, is the employee's presence necessary or would it be beneficial for the care of the patient? *[This may include psychological comfort.]*

Estimate the period of time care is needed or the employee's presence would be beneficial. _____

_____

_____

Section VI : For completion by the EMPLOYEE

This question is to be completed by the employee needing family leave.

When family leave is needed to care for a seriously ill family member, the employee shall state the care he or she will provide and an estimate of the time period during which this care will be provided, including a schedule if leave is to be taken intermittently or a reduced leave schedule. _____

_____

_____

_____

Section VII: For completion by the PHYSICIAN

Name of Physician or Practitioner: _____ Date: _____

Address: _____ Phone number: _____

Type of Practice *[field of specialization]*: _____

Signature: _____

_____

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GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008

The law forbids discrimination on the basis of genetic information when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoffs, fringe benefits, or any other term or condition of employment. An employer may never use genetic information to make an employment decision because genetic information is not relevant to an individual's current ability to work.