

DOCUMENTATION FOR FAMILY SICK LEAVE

- Adequate medical documentation is required for family sick (or alternate accruals in lieu of family sick) absences of more than 3 consecutive workdays for NYSCOPBA, PEF, C-82 and M/C; 4 consecutive workdays for CSEA. Failure to provide adequate documentation in these cases will result in the absence being considered AWOL.
- Adequate medical documentation is required immediately upon return to duty if the employee is on Step 3 of the Attendance Control Program. Failure to provide adequate documentation will result in the absence being considered AWOL.
- Adequate documentation must be submitted within one week of return to duty or as directed. Failure to provide adequate documentation will result in an occasion being assessed for each workday of the absence. If adequate documentation is provided, a consecutive multiple-day absence will be considered as one occasion of absence.
- For long-term absences, medical documentation is to be submitted every two weeks.

Patient's Name: _____

Employee's Name: _____

Relationship of Patient to Employee: _____

Date of Examination: _____

Date Patient is Incapacitated From: _____ To: _____

Re-Evaluation Date: _____

Employee was needed to care for the Patient

Signature of Medical Provider of Designee

Date Signed

Location of Office Where Examination Took Place:

An alternate form may be used for documentation but all of the required information must be included. All documentation is subject to verification.