LOUISIANA STATE UNIVERSITY
HEALTH CARE SERVICES DIVISION

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Deputy Chief Executive Officer
LSU Health Care Services Division

4/19/17
Date

Director of Human Resources
LSU Health Care Services Division

4/19/17
Date

PHYSICIAN'S STATMENT POLICY
LSU - HEALTH CARE SERVICES DIVISION

I. STATEMENT OF POLICY

It is the policy of the LSU Health Care Services Division (HCSD) to comply in all respects with the rules promulgated by the State Department of Civil Service and the provisions of the Family Medical Leave Act. Therefore, it is the policy of the HCSD that employees may be required to provide a medical excuse in order to return to work after an illness, regardless of the duration of the absence. Should an employee be examined or treated by an HCSD physician, including clinic and Emergency Room visits, additional information must be provided by the employee to document actual examination and/or treatment for a medical or psychiatric condition.

II. APPLICABILITY

This policy applies to all employees of the HCSD.

III. IMPLEMENTATION

This policy and subsequent revisions to this policy shall become effective upon approval of the HCSD Deputy CEO.

IV. RESPONSIBILITIES

Executive Staff members and Hospital Administrators are responsible for assuring that managers, supervisors, and employees within their organizational authority comply with the provisions and the intent of this policy.

V. GENERAL PROVISIONS

A. In the event a Supervisor determines a medical excuse is necessary to support a request for sick or "B" leave, regardless of the length of the absence, the employee must provide the statement upon return to work. An employee may be placed on leave without pay for the absence until such excuse is provided.

B. A refusal to produce a medical excuse may result in disciplinary action, up to and including termination of employment.

C. All Medical excuses must be on letterhead, an excuse template, or a prescription template, dated and signed by the health care practitioner.

D. The employee must provide the original excuse; no duplicates will be accepted.

E. Any excuse that appears to have been altered may be verified with authorization from the employee to contact the treating physician for verification of the excuse. Should the employee refuse, the supervisor may place the employee on leave without pay for the

entire period covered by the excuse.

F. With authorization, a Supervisor, or other staff in authority, may contact the treating physician/medical office to verify information on the excuse such as, date(s); times; location; physician name; etc. At no time, shall medical information/diagnosis be requested and/or discussed, without signed release from employee.

VI. STATEMENTS FROM HCSD FACILITIES AND PHYSICIANS

In the event an employee is seen by a health care practitioner at an HCSD Clinic or Emergency Room, in addition to a medical excuse, the employee must provide the following:

A. If the employee was seen in the Emergency Room, an original discharge sheet or screening documentation;

B. If the employee was seen in the clinic, an original, receipt, screening document or other satisfactory proof that the appointment was kept.

VII. ENFORCEMENT/VIOLATIONS

Failure to adhere to the intent of this policy may result in disciplinary action up to and including dismissal. Employees are placed on leave without pay until satisfactory evidence as detailed in this policy is provided. The failure to follow a directive to provide a medical excuse within a specified period will constitute insubordination and will result in a review for disciplinary action, up to and including termination of employment.