



Donated Leave Medical Certification

The Government of the Virgin Islands Donated Leave Program allows government employees to donate sick or annual leave to eligible co-workers who have experienced a serious health condition and have exhausted their own paid leave balances. This Medical Certification form must be completed to substantiate the need for leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Section I (to be completed by the employee):		
Name		Employee Number
Job Title	Department	Regular Work Hours
Essential Job Duties		
Reason for Leave:		
<input type="checkbox"/> Bonding leave following the birth or placement of my child <input type="checkbox"/> My serious health condition that affects my ability to complete the essential functions of my job (including pregnancy complications) <input type="checkbox"/> Military Injury/Illness <input type="checkbox"/> Serious health condition of family member or other individual who is my legal dependent that affects my ability to complete the essential functions of my job		
If requesting leave due to my own serious health condition, I confirm that I have provided my physician with a description of my essential job duties. I hereby authorize my physician to release the following information to the Division of Personnel and to answer related questions from Division of Personnel employees who evaluate Donated Leave requests to help determine if the identified medical condition(s) meet(s) the definition of a serious medical condition which is defined below.		
Signature		Date
Section II (to be completed by the attending health care provider):		
<i>Answer, fully and completely, all applicable parts. Several questions seek a response as to the 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 eligibility. Please be sure to sign and date the form on the last page.</i>		
Physicians Name		Degree
Practice Name		Type of Practice/ Medical Specialty
Practice Address		Practice Phone
Patient Name	Patient Date of Birth	Patient Relationship to Employee
<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Sibling <input type="checkbox"/> Parent <input type="checkbox"/> Child Age ____ <input type="checkbox"/> Other _____		
Approximate date the condition commenced		Probable duration of the condition
ICD-9 or DSM-IV Code (including any complications)		Probable duration of incapacity
Diagnosis Narrative		
Objective Symptoms		
Please check the box to indicate the appropriate category for the patient's condition:		
<input type="checkbox"/>	Hospital Care Inpatient care (i.e. overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care. Dates of Hospitalization: From ____/____/____ through ____/____/____ Period of incapacity following release _____ <input type="checkbox"/> day(s) <input type="checkbox"/> week(s) <input type="checkbox"/> month(s)	

<input type="checkbox"/>	<p>Absence Plus Treatment</p> <p>A period of incapacity of more than five consecutive workdays (including any subsequent treatment or period of incapacity relating to the same condition, that also involves:</p> <p><input type="checkbox"/> Treatment two or more times by a health care provider by a nurse or physicians assistant under direct supervision of a health care provider or by a provider of health care services (i.e. physical therapists) under orders of or on referral by a health care provider;</p> <p><input type="checkbox"/> Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider.</p>
<input type="checkbox"/>	<p>Pregnancy</p> <p><input type="checkbox"/> A period of incapacity due to pregnancy, childbirth or pregnancy related conditions Patient's expected delivery date ___/___/___</p> <p><input type="checkbox"/> Bonding time following the birth of a child (12-week FMLA maximum) Patient's actual delivery date ___/___/___</p>
<input type="checkbox"/>	<p>Chronic Conditions Requiring Treatment</p> <p><input type="checkbox"/> Requires periodic visits for treatment by a health care provider, or by nurse or physician's assistant under direct supervision of a health care provider</p> <p><input type="checkbox"/> Continues over an extended period of time (including recurring episodes of a single underlying condition)</p> <p><input type="checkbox"/> May cause episodic rather than continuing period of incapacity (e.g. Asthma, diabetes, epilepsy etc.)</p> <p><input type="checkbox"/> Multiple Treatments (Non-Chronic Conditions)</p> <p>Any period of absence to receive multiple treatments including any period of recovery therefrom by a health care provider or by a provider of health care services under orders of or on referral by a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity for more than five work days in the absence of medical intervention or treatment such as cancer (radiation/chemotherapy) severe arthritis (physical therapy) or kidney disease (dialysis).</p>
<input type="checkbox"/>	<p>Permanent Long-Term Conditions Requiring Supervision</p> <p>A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include: Alzheimer's, a severe stroke, or the terminal stages of a disease.</p> <p>Will the employee be permanently prevented from performing their essential job functions with a reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please indicate the type of accommodation(s) required for the employee to return to work.</p> <p>_____</p> <p>If Yes, will the employee be able to perform another type of job? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe _____</p> <p>Will treatment significantly improve employability of this employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe treatment _____</p>
<p>If this request for a family member</p>	<p>Please indicate the type of assistance or primary care to be provided:</p> <p><input type="checkbox"/> Medical Assistance <input type="checkbox"/> Psychological Support <input type="checkbox"/> Transportation <input type="checkbox"/> Assistance with activities of daily living <input type="checkbox"/> Other _____</p> <p>Will the employee need to provide assistance and primary care for the patient during the work hours indicated above? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, will that assistance be provided: <input type="checkbox"/> full time or <input type="checkbox"/> part time</p>
<p>Will the patient need Continuing Treatment? <input type="checkbox"/> Yes <input type="checkbox"/> No if so, please provide the dates of treatment ___/___/___ through ___/___/___</p> <p>Description of treatment _____ Frequency _____</p> <p>Will treatment or an episodic flare up require a recovery period? <input type="checkbox"/> Yes <input type="checkbox"/> No Recovery Period after each _____ <input type="checkbox"/> day(s) <input type="checkbox"/> week(s) <input type="checkbox"/> month(s)</p> <p>Based on your selection(s) above, after reviewing the employees essential job duties and based on the employee's own description of his or her essential functions:</p> <p>Can employee be released to work with or without reasonable accommodations?</p> <p><input type="checkbox"/> Yes, work restrictions noted below <input type="checkbox"/> No, essential functions of the job that can not be performed are noted below</p> <p>_____</p> <p>If the above accommodations are provided the employee may return to work on ___/___/____. If no accommodation exists, or the employer is unable to provide the requested accommodation, the employee will be unable to complete their essential job functions from ___/___/____ through ___/___/____.</p> <p style="text-align: center;"><i>Your answers should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; "lifetime," unknown," or "indeterminate" may not be sufficient to determine eligibility.</i></p> <p>Optional Remarks _____</p>	
<p>Physicians Signature</p>	<p>Date</p>