

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 300-28
Subject: ACCOMMODATIONS FOR EMPLOYEES RETURNING TO WORK FROM INJURY, SURGERY, MEDICAL TREATMENT, OR SERIOUS ILLNESS	Date of Issue: 5/1/84
Preparing Office: Office of the Superintendent	Amended: 6/30/04

I. Policies - 303 and 321

II. Procedures

- A. If requested by the Department of Human Resources, an employee returning from an absence of four (4) or more days due to injury, surgery, medical treatment, or serious illness must present certification by a medical provider that they are able to return to work. Any restrictions in the certification must be sufficiently detailed to allow a determination as to whether the employee will be able to perform the essential functions of the job. Employees who, in the opinion of the Frederick County Public Schools, are able to perform the position's essential functions with or without reasonable accommodation will be returned to the job. The superintendent may require justification of absence whenever there is reasonable cause to believe an absence is not bonafide.
- B. In the event certification from a health provider is required, the process for returning to work from injury, surgery, medical treatment, or serious illness is as follows:
1. The employee contacts his/her supervisor to request authorization to return to work.
 2. The supervisor notifies the employee that he/she must present written certification from a medical provider that the employee is able to return to work. The FCPS Certification of Health Care Provider form is used to report this information.
 3. The employee presents the written medical certification to the Frederick County Public Schools employee benefits officer for review at least 24 hours prior to returning to work.
 4. If the medical certification contains restrictions, the employee benefits officer will coordinate the employee's return to work with the appropriate personnel officer and the employee's immediate supervisor.
 5. The Department of Human Resources will notify the employee and the supervisor of the date the employee may return to work, including any reasonable accommodations arranged for the employee's return to work.
- C. Employees who remain absent from work due to injury or illness are required to follow board policy for personal disability, worker's compensation, and/or family medical leave.

Approved:

Original signed by

Jack D. Dale
Superintendent