

CERTIFICATE OF PHYSICIAN OR PRACTITIONER

ELM Sick Leave Documentation Requirements

513.361 Three Days or Less

For periods of absence of 3 days or less, supervisors may accept the employee's statement explaining the absence. Medical documentation or other acceptable evidence of incapacity for work or need to care for a family member is required only when the employee is on restricted sick leave (see 513.39) or when the supervisor deems documentation desirable for the protection of the interests of the Postal Service. Substantiation of the family relationship must be provided if requested.

513.362 Over Three Days

For absences in excess of 3 days, employees are required to submit medical documentation or other acceptable evidence of incapacity for work or of need to care for a family member and, if requested, substantiation of the family relationship

CERTIFICATE OF PHYSICIAN PRACTITIONER			
Name of Employee			
Period Under Professional Care	From (Month, Day, Year)	To (Month, Day, Year)	
DURING THIS ABSENCE THE PATIENT WAS UNABLE TO WORK DUE TO:			
_____ Illness or Injury	_____ Contagious Disease		
_____ Pregnancy or confinement	_____ Undergoing medical, Dental, or optical exam. or treatment		
_____ Care for a family member			
Signature	Date	Address	Telephone #

Sick leave, annual leave, or LWOP is granted as may be necessary for any of these conditions in accordance with normal leave policies and collective bargaining agreements. (See also ELM 513.6 and 514.22)