

STATE EMPLOYEE-TO-EMPLOYEE LEAVE DONATION PROGRAM

MEDICAL DOCUMENTATION*

In most situations, your leave request will be evaluated without benefit of a personal examination. Please have your health care provider(s) submit appropriate medical documentation to support your request. The best thing to submit for a favorable consideration is medical documentation that **addresses ONLY the period of time for which the leave is requested.**

Listed below are examples of the type of medical documentation that should be submitted, if applicable:

1)	Office Visit Notes
2)	Hospital Records (Operative Report & Discharge Summary)
3)	Physical & Diagnostic Findings
4)	Physician's Statement Of Current Disability, Symptoms And Physical Limitations (to explain why you cannot perform your job duties) and Prognosis
5)	Laboratory Reports (EEG, Myelogram, Angiography, Cat Scan, Etc.)
6)	Reports Of X-Rays As Read By Examining Physician
7)	Physical Therapy Notes
8)	Reports from Specialists
9)	Date <u>and</u> proof of surgery or other Procedure
10)	<u>For Pregnancy Cases</u> , Expected Due Date <u>and</u> Actual Delivery Date , <u>Type of Delivery</u> and Copy of Antepartum Record; a birth certificate is not medical proof for birth.

*You must also provide sufficient medical documents to allow your request to be reviewed appropriately if your request is to care for a family member.