



INSTRUCTIONS REGARDING PHYSICIAN'S MEDICAL STATEMENT & RELEASE TO WORK STATEMENT

PHYSICIAN'S MEDICAL STATEMENT

Employees requesting extended sick leaves, FMLA, or leaves without pay for medical reasons must submit a physician's statement to the TCESC human resources department. This statement should be submitted on the physician's official letterhead or prescription pad. The statement should include the following:

- Employee's name.
- The reason for leave, such as birth of a child, serious illness or serious illness of an immediate family member.
- The dates the employee must be off work and an anticipated return to work date.

The statement may be faxed to TCESC's human resources department at 330- 505-2813 or mailed to TCESC, 6000 Youngstown Warren Road, Niles, Ohio 44446, Attn: Carlotta Sheets, Human Resources.

PHYSICIAN'S RELEASE TO WORK STATEMENT

If the leave is due to the employee's illness or health status, a physician's statement of release to return to work must be submitted to the human resources department upon return to work. The physician must submit the release on official letterhead or prescription pad. This release should include the following:

- Employee's name.
- The date the employee may return to work.
- A statement regarding whether the employee is able to perform the essential functions of his/her job. Any restrictions or accommodations should be outlined on the release.

The statement may be faxed to TCESC's human resources department at 330- 505-2813 or mailed to TCESC, 6000 Youngstown Warren Road, Niles, Ohio 44446, Attn: Carlotta Sheets, Human Resources. The statement must be received in human resources before the employee returns to work.

GENETIC INFORMATION NONDISCRIMINATION ACT

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 employees or their family members. In order to comply with this law, the district will direct employees not to provide any genetic information in response to requests for medical information, including but not limited to FMLA medical certification or recertification. 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.