

STATE EMPLOYEES' LEAVE BANK PROGRAM

MEDICAL DOCUMENTATION LIST

In most situations, your leave request will be evaluated without the benefit of a personal examination. Please have your health care provider(s) submit appropriate medical documentation to support your request (especially for very prolonged absences). The best thing to submit for favorable consideration is medical documentation that **addresses the specific reason for your request and 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, MRI, Myelogram, Angiography, CT Scan, Etc.)
6)	Reports Of X-Rays read by Examining Physician
7)	Physical Therapy Notes <i><u>Note: Leave Bank hours cannot be granted for Physical Therapy unless it is included within the recommended recovery time for the specified medical condition</u></i>
8)	Reports from Specialists
9)	Proof of surgery or other Procedure, including employee's name and date of procedure <i><u>Note: If the Medical Certification form (MS 402) provided with the request is dated prior to the surgery, additional documentation confirming surgery must be provided.</u></i>