

**Sandia National Laboratories**

**INSTRUCTIONS FOR COMPLETING PHYSICIAN'S CERTIFICATE OF ILLNESS/INJURY (PCII)**

Effective March 24, 2011.

**INSTRUCTIONS TO MANAGER:**

1. The immediate **manager** of an employee who has been absent due to illness or injury for three (3) full consecutive calendar days, and anticipates the absence could meet criteria in #2 below, The Physician's Certificate of Illness/Injury (PCII) [SF 4560-G (12/08)] should be provided to the employee by the third day of absence. In the event of scheduled surgery (**a PCII is required for any surgical procedure**) or other scheduled treatment, the manager may provide the employee with this form in advance of the anticipated absence.

**INSTRUCTIONS TO EMPLOYEE:**

Sickness absence benefits provide for temporary leave for diagnosed medical conditions with a goal of assisting employees in successfully returning to work. To qualify for paid sickness absence benefits and to allow Sandia to determine your eligibility for leave under the Family Medical Leave Act (FMLA), please follow these instructions. Failure to comply in denial of sickness absence benefits and/or denial of FMLA leave. Note: in this form, HBE refers to the Health, Benefits, and Employee Services Center (in NM) or to the HBE Department (in CA.)

1. **You must ensure that the top portion of this form is completed including signing the authorization for release of information at the end of the form.** This authorization grants permission to your health care provider to provide supportive medical information for this absence only and will be used to determine eligibility for sickness absence benefits.
2. **Your Authorization for Release of Medical Information beyond that contained in the PCII WILL NOT be used in evaluating your eligibility for FMLA benefits. However, providing this authorization is required in order to be approved for paid leave under HR100.4.14.**
3. **You must be seen by your personal physician or an Urgent Care facility within the first five full consecutive workdays or seven full consecutive calendar days of absence.** If your absence meets the above criteria, you must have your physician complete this form certifying that you were under his/her care and unable to work because of illness or injury. During lengthy absences, you may be required to submit additional PCII's or medical documentation to support the absence, be requested to sign a release for medical information, or be requested to report to the HBE Clinic. For SNL/CA employees who are eligible to file a State Disability Insurance (SDI) claim, the "Doctor's Certificate" (page 3) of the State Claim form (DE2501) will be accepted in lieu of a PCII.
4. **The PCII must be received in the HBE within 15 calendar days of the first date of absence.** HBE and/or the employee's manager may require a PCII for absences of shorter duration than five full consecutive workdays or seven full consecutive calendar days when in their opinion circumstances warrant. The PCII must be acceptable to HBE or sickness absence benefit time may be denied. The diagnosis and treatment of the physician or health care practitioner completing this form must be within the scope of their practice and should normally be completed by a Doctor of Medicine (MD), or Doctor of Osteopathy (DO). All absences must fall within the official disability guidelines. PCII's are accepted from other health care practitioners only in the following limited situations:
  - a. Chiropractors: Accepted only for spinal-muscular problems with signs and symptoms directly in the back. They are not accepted for other health problems, the signs and symptoms of which are in other parts of the body, whether or not attributed to the back by the practitioner.
  - b. Dentists: Absence involving dental care or treatment which temporarily prohibits you from working. Routine visits for fillings, cleaning, minor extractions or other treatment of similar nature are not considered an illness or injury.
  - c. Podiatrists: Accepted only when treatment is appropriate for the illness or injury.
  - d. Certified Nurse Practitioner and Physicians' Assistant: are accepted only when the treatment is appropriate for the illness or injury.
  - e. Certified Nurse Midwives: For any absence involving normal/ uncomplicated obstetrics and delivery.
  - f. Licensed Mental Health Professional (e.g. Psychiatrist, Licensed Psychologist, Licensed Professional Counselor). For any absence associated with behavioral health diagnosis.
5. **You do not have to bring this completed certificate with you in order to return to work.** The physician or health care practitioner can fax the PCII to (505) 845-1046 (SNL/NM), (925) 294-2392 (SNL/CA) or mail it to the HBE (see PCII).
6. You are responsible for returning to work by the date specified on the PCII and approved by the HBE or submitting a new or modified PCII (or other acceptable medical documentation) before the original approved return-to-work date has expired.
7. **You must return to work through the HBE Clinic if you:**
  - (1) were hospitalized;
  - (2) underwent a surgical procedure;
  - (3) were absent because of a work-related illness or injury;
  - (4) were absent due to heart or psychiatric conditions;
  - (5) wear a dosimeter and have undergone a nuclear medicine procedure;
  - (6) were evaluated by an outside facility for a potential exposure;
  - (7) were absent more than 40 hours in one month;
  - (8) were absent as a result of any injury or treatment that might effect your job performance;
  - (9) were requested by your manager to do so;
  - (10) were requested by the HBE to do so;
  - or (11) you were absent five full consecutive workdays or seven full consecutive calendar days.
 NM and CA Sites: Telephonic return to work (RTW) will be done for employee's RTW after child birth, or employee's working in remote sites.
8. **You must obtain the approval of the HBE before you: (a) leave town during sickness (for any reason), including medical treatment and/or testing, or (b) start a scheduled vacation immediately following sickness absence. Routine medical visits or treatments between neighboring cities do not require HBE approval.**
9. It is your responsibility to discuss the return to work date (as stated on the attached certificate) with your treating physician or health care practitioner and your **manager**. HBE determines the appropriate return-to-work date. While input from employee's personal physician is considered in making the determination, the ultimate decision is made by HBE. The Official Disability Guidelines area also used in determining the amount of sickness absence approved.
10. DOE Order 472.1c requires that DOE clearance access authorizations "be terminated when an individual is on leave of absence or on extended leave and will not require access for at least 90 days." (Note: this includes 90 consecutive calendar days of sickness absence). Prior to the employee's expected return to work, the badge office must be notified by the Manager to request clearance access reinstatement. If reinstatement is not completed prior to the employee's return, she/he will receive an uncleared access badge and be escorted until the reinstatement is complete.
11. Absences associated with paid and approved sickness absence benefits could meet the requirements of the Family and Medical Leave Act (FMLA) for personal sickness. **Any FMLA qualified absence under Sandia's SA benefits will count toward the employee's FMLA entitlement.** See FMLA poster at <http://www.dol.gov/esa/whd/regs/compliance/posters/fmlaen.pdf>. Questions may be referred to the HBE Customer Service, 844-4237. In California, call Health, Benefits, and Employee Services Department 8527 (MS 9112), (925) 294-2700.

**Sandia National Laboratories**  
**PHYSICIAN'S CERTIFICATE OF ILLNESS/INJURY (PCII)**

**THIS PORTION COMPLETED BY EMPLOYEE/ EMPLOYEE'S ORGANIZATION**

Date Originated		Employee's Name		First Day of Absence
SNL ID No.		Address (Street, City, and State)		Home & Work Phone No.
Org./Bldg. No.	Mail Stop	Date of Birth	Manager's Name and Phone No.	
Was this illness/injury the result of an accident? <input type="checkbox"/> Yes <input type="checkbox"/> No			What was the cause of that accident? Briefly describe. (e.g. MVA, fall, fire, etc.)	

**THIS PORTION COMPLETED BY EMPLOYEE'S PHYSICIAN**

**TO  
 PHYSICIAN**

Sickness absence benefits provide temporary leave for diagnosed medical conditions, with a goal of assisting employees in successfully returning to work. An employee must be considered unable to work because of sickness or injury, as certified by the employee's physician, **before** sickness benefits can be paid to the employee. If the employee's absence attributed to sickness is not approved sickness benefit time may be denied. During lengthy absences, additional Physician's Certificates or medical treatment records may be requested. If you have any questions, please contact the Health Benefits and Employee Services at 844-4237 (SNL/NM) or 294-2700 (SNL/CA). **Please keep a copy for your patient medical records.**  
 Thank you for your cooperation. Rick Sauerman, M.D., Medical Director

<b>TREATMENT DATES</b>	Date <b>First</b> Seen During This Absence	Date <b>Last</b> Seen During This Absence	Describe treatment and probable duration
<b>DIAGNOSIS</b>	(Include complications if any)		<b>ICD9 Code</b>
<b>SURGERY</b>	Date	Type of Surgery	
<b>HOSPITALIZATION</b>	Date(s)	Name of Hospital	
<b>WORK LIMITATIONS</b>	Sandia can normally accommodate restricted physical activity and/or varied work schedule to aid in rehabilitation. If any recommendations of this type are necessary, please indicate type and duration of need in space below. _____ _____ _____		
<b>RETURN TO WORK ATTENDING</b>	It is the Responsibility of the Employee to Discuss the Return-To-Work Date with the Physician. <b>Physician</b> Give Date Employee May Return to Work. →		Date Employee May Return to Work
	Name	Telephone & FAX Numbers	
	Address		

I CERTIFY that the patient has been unable to work from the first day of absence (see top of form) to the indicated return-to-work date, or is still unable to return to work.

Signature \_\_\_\_\_

\_\_\_\_\_  
 Physician's Signature

\_\_\_\_\_  
 Date

Authorization for Release of Medical Information – Required for paid leave under HR100.4.14  
 Use Sickness Absence Benefits; Not Required for Determining FMLA Benefits:

**Your Authorization for Release of Medical Information WILL NOT be used in evaluating your eligibility for FMLA benefits. However, providing this authorization is required in order to be approved for paid leave under HR100.4.14.**

I authorize any physician, medical practitioner, health care practitioner, hospital, Veterans Administration hospital, clinic, other medical or medically related facility having information as to diagnosis, treatment, and prognosis with respect to any physical or mental condition, and/or treatment of me related to this absence/illness **only**, to provide Sandia National Laboratories' Health Benefits and Employee Services any and all such information. This authorization does not extend to genetic information and no genetic information should be provided. I understand that the information obtained by use of this Authorization will be used by Sandia National Laboratories' Health Benefits and Employee Services to determine eligibility for benefits. I understand that I have the right to revoke this authorization in writing at any time. This authorization will expire on \_\_\_\_\_ or one year from date of signature.

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**RETURN TO SNL HEALTH SERVICES DEPARTMENT**

New Mexico:

P.O. Box 5800 MS 1015  
 Albuquerque, NM 87185-1015  
 FAX (505) 845-1046

California:

P.O. Box 969 MS 9112  
 Livermore, CA 94551-0969  
 FAX (925) 294-2392

Date Processed	Approved Until	<input type="checkbox"/> Extension of existing PCD	MCM Initials	ODG <input type="checkbox"/>	Work Loss <input type="checkbox"/>	Notes
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Personally Identifiable Information (when completed)