

## Administrative Procedure 3015

### *Medical Certificates*

It is the policy of the Board of Education that all employees be medically fit to perform their assigned duties.

1. An employee may at any time be required by the board to provide a medical certificate from a duly qualified medical practitioner stating the opinion that the employee is medically fit to perform the duties assigned.

2. **Absence Due to Illness**

Employees may be required to provide an acceptable medical certificate in relation to any absence due to illness.

An employee who has been absent because of illness for five (5) consecutive work days or more is required to provide a doctor's note. For absences of twenty (20) consecutive days or more the employee will provide a medical certificate from a qualified medical practitioner prior to resuming assigned duties. The certificate must state the nature of the illness and offer the opinion that the employee is medically fit to return to assigned duties.

3. **New Appointments**

All newly-appointed employees must submit a medical certificate from a qualified medical practitioner offering the opinion that the potential employee is medically fit to assume the assigned duties. This document must be submitted within thirty (30) days of commencing employment or of the date of the letter of appointment, whichever comes first.

4. All costs incurred in meeting the requirements of 2 and 3 above are the responsibility of the employee, unless otherwise specified.