

**RECERTIFICATION**  
**FAMILY MEMBER'S SERIOUS HEALTH CONDITION**  
(FAMILY AND MEDICAL LEAVE – AM-203-2-10)



**Section I: To be Completed by the Employee**

Employee's Full Name \_\_\_\_\_ Job Title \_\_\_\_\_

Agency/Bureau/Division \_\_\_\_\_

Regular Work Schedule \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of family member for whom care will be provided \_\_\_\_\_

The family member is the employee's:

- Parent       Spouse       Child (Specify date of birth): \_\_\_\_\_

Describe the care you will provide to your family member, and estimate the amount of leave that will be needed to provide such care:

*I affirm that, to the best of my knowledge, the above information contains no false or misleading statements.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section II: To Be Completed by the Health Care Provider**

The employee listed in Section I has requested leave under the *Family and Medical Leave Act (FMLA)* to care for your patient. Please answer the questions in this certification form fully and completely. Make sure to sign the last page. Several questions ask you to describe the frequency or duration of a condition, treatment, etc. You should provide your best estimate, based upon your medical knowledge, experience and examination of the patient. Please be as specific as you can—terms such as “lifetime,” “unknown,” or “indeterminate” may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave.

Health Care Provider's Name \_\_\_\_\_ Name of Practice/Health Care Facility \_\_\_\_\_

Business Address \_\_\_\_\_

Type of Practice/Specialty \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Section II, Part A: Medical Facts**

Approximate Date Condition Commenced \_\_\_\_\_

Probable Duration of Condition \_\_\_\_\_

Was the patient admitted for an overnight stay in a hospital, hospice or residential medical care facility?.....  Yes  No

If yes, please provide dates of admission:

\_\_\_\_\_

Date(s) you treated the patient for the condition:

\_\_\_\_\_

Will the patient need to have treatment visits at least twice per year due to the condition?.....  Yes  No

Was medication, other than over-the-counter medication, prescribed?.....  Yes  No

Was the patient referred to other health care provider(s) for evaluation or treatment? .....  Yes  No  
(e.g., physical therapist, etc.)

If yes, state the nature of such treatments and expected duration of treatment:

Is the medical condition pregnancy?.....  Yes  No

If yes, please provide expected delivery date: \_\_\_\_\_

Describe other relevant medical facts related to the condition for which the employee seeks leave:

*(Such medical facts may include, for example, symptoms, diagnosis, and any regimen of continuing treatment.)*

**Section II, Part B: Amount of Care Needed**

Will the patient be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? .....  Yes  No

If yes, estimate the beginning and ending dates for the period of incapacity:

\_\_\_\_\_

Beginning Date

\_\_\_\_\_

Ending Date

During this time, will the patient need care? .....  Yes  No

If yes, explain the care needed by the patient and why such care is medically necessary:

Will the employee need to be absent from work intermittently in order to provide care for the patient? .....  Yes  No

If yes, explain the intermittent care needed by the patient, why intermittent care is medically necessary, and for how long the employee will need to provide care on an intermittent basis:

Will the patient require follow-up treatment or appointments? .....  Yes  No

If yes, estimate the treatment schedule, including the dates or frequency of any scheduled appointments and the time required for each appointment, including any recovery period:

Please explain the follow-up care needed by the patient and why such care is medically necessary:

Will the condition cause episodic flare-ups, preventing the patient from participating in normal activities?..  Yes  No

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may experience over the next 6 months  
(e.g., 1 episode every 3 months, lasting 1-2 days):

Frequency: \_\_\_\_\_ times per every \_\_\_\_\_ week(s)/ \_\_\_\_\_ month(s)

Duration: \_\_\_\_\_ hours OR \_\_\_\_\_ day(s) per episode

Will the patient need care during these flare-ups? .....  Yes  No

Explain the care needed by the patient during flare-ups and why such care is medically necessary:

Will the employee need to work a part-time or reduced work schedule in order to care for the patient? .....  Yes  No

If yes, explain the care needed by the patient, why a part-time or reduced work schedule is medically necessary for the patient and for how long the schedule will be required:

Estimate the reduced work schedule:

\_\_\_\_\_ hours per day, \_\_\_\_\_ days per week

### Section II, Part C: Additional Information

Please provide any additional information relevant to the condition for which the employee is requesting leave. Attach additional sheets if necessary.

### Section III: Health Care Provider Verification

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date