

**LOUISIANA STATE UNIVERSITY  
HEALTH CARE SERVICES DIVISION  
MEDICAL EXCUSE**

**POLICY NUMBER:** 4555-24

**CATEGORY:** Human Resources

**CONTENT:** Medical Excuse

**APPLICABILITY:** This policy applies to all employees of the Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center (LKMC) regardless of appointment type.

**EFFECTIVE DATE:** Issued: April 15, 2008  
Reviewed: October 26, 2009  
Reviewed: October 19, 2010  
Reviewed: October 19, 2011  
Reviewed: April 16, 2014  
Reviewed: March 4, 2015  
Reviewed: October 26, 2015  
Reviewed: April 12, 2017  
Reviewed: December 18, 2018  
Reviewed: June 10, 2020  
Reviewed: September 15, 2021  
Reviewed: April 2, 2024

**INQUIRIES TO:** Human Resources Administration  
Health Care Services Division  
Post Office Box 91308  
Baton Rouge, LA 70821-1308  
Telephone: (225) 354-4843 Fax: (225) 354-4851

**Note: Approval signatures/titles are on the last page**

**LSU - HEALTH CARE SERVICES DIVISION  
PHYSICIAN'S STATEMENT POLICY**

**I. STATEMENT OF POLICY**

It is the policy of the LSU Health Care Services Division (HCSA) to comply in all respects with the rules promulgated by the State Department of Civil Service and the provisions of the Family Medical Leave Act. Therefore, it is the policy of the HCSA that employees may be required to provide a medical excuse in order to return to work after an illness, regardless of the duration of the absence. Should an employee be examined or treated by an HCSA physician, including clinic and Emergency Room visits, additional information must be provided by the employee to document actual examination and/or treatment for a medical or psychiatric condition.

**Note:** Any reference herein to Health Care Services Division (HCSA) also applies and pertains to Lallie Kemp Medical Center (LKMC).

**II. IMPLEMENTATION**

This policy and subsequent revisions to this policy shall become effective upon approval and signature of the HCSA Chief Executive Officer (CEO) or Designee.

**III. RESPONSIBILITIES**

Administrative and Executive Staff members of the HCSA and the LKMC are responsible for assuring that managers, supervisors, and employees within their organizational authority comply with the provisions and the intent of this policy.

**IV. GENERAL PROVISIONS**

- A. In the event a Supervisor determines a medical excuse is necessary to support a request for sick or "B" leave, regardless of the length of the absence, the employee must provide the statement upon return to work. An employee may be placed on leave without pay for the absence until such excuse is provided.
- B. A refusal to produce a medical excuse may result in disciplinary action, up to and including termination of employment.
- C. All Medical excuses must be on letterhead, an excuse template, or a prescription template, dated and signed by the health care practitioner.
- D. The employee must provide the original excuse; no duplicates will be accepted.
- E. Any excuse that appears to have been altered may be verified with authorization from the employee to contact the treating physician for verification of the excuse. Should the employee refuse, the supervisor may place the employee on leave without pay for the entire period covered by the excuse.

- F. With authorization, a Supervisor, or other staff in authority, may contact the treating physician/medical office to verify information on the excuse such as, date(s); times; location; physician name; etc. At no time, shall medical information/diagnosis be requested and/or discussed, without signed release from employee.

**V. MEDICAL STATEMENTS FROM HCSD MEDICAL CENTER/CLINICS AND PHYSICIANS**

In the event an employee is seen by a health care practitioner at an HCSD Clinic or Emergency Room, in addition to a medical excuse, the employee must provide the following:

- A. If the employee was seen in the Emergency Room, an original discharge sheet or screening documentation;
- B. If the employee was seen in the clinic, an original, receipt, screening document or other satisfactory proof that the appointment was kept.

**VI. ENFORCEMENT/VIOLATIONS**

Failure to adhere to the intent of this policy may result in disciplinary action up to and including dismissal. Employees are placed on leave without pay until satisfactory evidence as detailed in this policy is provided. The failure to follow a directive to provide a medical excuse within a specified period will constitute insubordination and will result in a review for disciplinary action, up to and including termination of employment.

**VII. EXCEPTON**

The HCSD CEO or designee may waive, suspend, change or otherwise deviate from any provision of this policy they deem necessary to meet the needs of the agency as long as it does not violate the intent of this policy; state and/or federal laws; Civil Service Rules and Regulations; LSU Policies/Memoranda; or any other governing body regulations.

Document Metadata

Document Name: 4555-24 - Medical Excuse.doc  
Policy Number: 4555  
Original Location: /LSU Health/HCSO/4500 - Human Resources  
Created on: 03/20/1996  
Published on: 04/03/2024  
Last Review on: 04/02/2024  
Next Review on: 04/02/2025  
Effective on: 03/07/2019  
Creator: Townsend, Kathy  
*HCSO Human Resources Director*  
Committee / Policy Team: Main Policy Team  
Owner/SME: Townsend, Kathy  
*HCSO Human Resources Director*  
Manager: Townsend, Kathy  
*HCSO Human Resources Director*  
Author(s): Wicker, Claire M.  
*PROJECT COORDINATOR*  
Approver(s): Wilbright, Wayne  
*Chief Medical Informatics Officer*  
Townsend, Kathy  
*HCSO Human Resources Director*  
Publisher: Wicker, Claire M.  
*PROJECT COORDINATOR*

Digital Signatures:

Currently Signed

Approver:  
Townsend, Kathy  
HCSO Human Resources Director



04/02/2024

Approver:  
Wilbright, Wayne  
Chief Medical Informatics Officer



04/02/2024