

Fitness For Duty Status & Certification Form
St. Olaf College

Scan/Email: grant2@stolaf.edu | Fax: 507-786-3960

Employee Name: _____ Position Title: _____

NOTICE TO EMPLOYEE

In connection with the Family Medical Leave Act (FMLA) leave requested for your own serious health condition and the FMLA Designation Notice provided by St. Olaf College, you are required to provide this completed Fitness For Duty Certification Form:

- On an intermittent basis (maximum once every 30 days) _____
- Prior to your returning to work on or approximately ____ / ____ / _____

You are responsible for having your physician evaluate your ability to perform the essential job functions as a faculty member at St. Olaf College and certify your fitness for duty by completing all items and signing below. You must return this completed Fitness For Duty Status & Certification Form to the Office of Human Resources as indicated above or the reinstatement of your position may be delayed or denied under the FMLA. Please note that additional clarification and/or information may need to be obtained from your doctor prior to you being partially/fully reinstated.

TO BE COMPLETED BY PHYSICIAN ONLY: *(Please refer to the information found on the reverse side of this form concerning normal full time employment as faculty at St. Olaf College.)*

Physician Name (Print): _____

Clinic/Hospital Name: _____

Direct Phone Number: _____ - _____ - _____

1. Is the employee able to resume work? Yes No
2. On what date is the employee able to safely Return To Work (RTW)? ____ / ____ / _____
3. Will employee be able to perform all essential job functions on RTW date? Yes No
4. Are there any essential job functions unable to be performed on RTW date? Yes No

4a. If yes, please specify:

4b. Anticipated date employee can be restored to full duty? ____ / ____ / _____

5. Are there any other restrictions/instructions the employer should be aware of? Yes No

5a. If yes, please specify:

5b. Anticipated date when all restrictions can be removed? ____ / ____ / _____

Physician Acknowledgement

I certify that I have examined the employee named above and declare that the statements made on this Fitness For Duty Status & Certification Form are true and accurate. I agree to obtain the necessary approval from the employee to provide St. Olaf the information contained on this Fitness For Duty Status & Certification Form and any further items needed for this certification.

Physician Signature

Date

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Dear physician,

As you prepare to complete this form, you may find this brief summary of full time work in college teaching helpful.

Full time employment as a faculty member at St. Olaf normally entails:

- Teaching six courses over two semesters and an interim (January) term.
- Advising students
- Serving the college through a variety of kinds of department, committee and college-level work; attending faculty and department and program meetings

At St. Olaf College, teaching is highly interactive and draws on considerable intellectual and physical energy. It calls for good recall, an ability to "think on one's feet," and to adapt to the interests and questions of the students. Enrollments for courses can range from six to fifty students but generally range in the high teens and low twenties. Faculty members teaching full time typically work a good deal more than 40 hours a week during the 15-week long semester.

"Teaching" normally encompasses the following tasks:

- Three hours of in-class instruction per class (depending on the discipline, the number of in-class hours may be higher)
- Preparation for the course as a whole, including selection of textbooks and syllabus design
- Preparation for each class period, including class plans, review of assigned readings or problems, and class materials (handouts, on-line notes for students, materials for display and for demonstrations)
- Office hours and other times of high levels of contact with students
- Grading of homework, quizzes, examinations, papers, and finals

Thank you in advance for your prompt assessment and communication of your evaluation outcomes regarding our employee's fitness for duty.

Sincerely,

Office of Human Resources
St. Olaf College