



MEDICAL LEAVE – RETURN TO WORK FORM

**I: EMPLOYEE INFORMATION** (To be completed by employee)

This form must be completed for any serious health condition of the employee prior to their return to work.

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

PID \_\_\_\_\_ Department \_\_\_\_\_ Email\* \_\_\_\_\_

Work Phone \_\_\_\_\_ Home/ Cell Phone \_\_\_\_\_

**II: MEDICAL CERTIFICATION** (To be completed by health care provider)

Name \_\_\_\_\_ Practice Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Date of Examination \_\_\_\_\_ Date employee is released to return to work \_\_\_\_\_

Is the employee able to work their normal work schedule?  Y  N

If no, please identify the # of hours per day and the # of days per week that the employee can work, and the expected duration of the period for the reduced work schedule:

\_\_\_\_\_

Is the employee able to perform the essential functions of their position as of the return to work date?  Y  N

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

Does the employee have any work restrictions or need any accommodations?  Y  N

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

CERTIFICATION: I affirm that the information provided above is true and accurate to the best of my knowledge.

Medical Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

**III: REASONABLE ACCOMMODATIONS**

If you believe that you could return to work, but may need assistance, please review the “Requesting Employee, Applicant and Visitor Accommodations” policy online at <https://eoc.unc.edu/our-policies/ada-employee-applicant-visitor-accomodations/>. You may be eligible for a reasonable accommodation. If you have questions or need assistance, please call 919-966-3576 or send an email to [accommodations@unc.edu](mailto:accommodations@unc.edu).

**IV: ROUTING OF DOCUMENTATION**

Submit this form via [ConnectCarolina](#) (SelfService > My Benefits Tile > Leave > Submit a Leave Document). For links to leave forms and instructions on how to Submit a Leave Document in ConnectCarolina, please visit the Benefits & forms page online at <https://hr.unc.edu/benefits/forms/>. If you have questions or need assistance, please call 919-962-3071 or send an email to [leave@unc.edu](mailto:leave@unc.edu).