



City of Milwaukee Workplace Clinic Excuse Policy
Department of Employee Relations
February 21, 2017

The City's Workplace Clinic is a valuable resource for employees and spouses/partners providing convenient and immediate access to high quality medical care focused on prevention, wellness, early intervention and chronic condition management. The Workplace Clinic complies with the standards, regulations and requirements applicable to other healthcare providers and medical groups. The Workplace Clinic Nurse Practitioners use their best clinical judgment, including a patient's current symptoms and past medical history, to determine the need for work restrictions or absence on a case by case basis.

The City of Milwaukee and the Workplace Clinic are committed to ensuring and protecting the patient's right to privacy in compliance with all applicable federal and state laws and regulations. Work excuses, when provided, will follow a standardized format indicating the patient was seen at the clinic and documenting a work excuse or restriction(s).

Work excuses will only be provided if and when the patient is actively exhibiting symptoms of illness or injury while under the care of the Nurse Practitioner at the City's Workplace Clinic.

Generally a work excuse will only be provided when:

- The patient has a high fever;
- The patient has a contagious bacterial illness (pink eye, strep, etc.);
- An illness or injury is diagnosed at the Workplace Clinic or a medication is prescribed to treat that illness or injury that interferes with the patient's ability to perform job functions.

A work excuse will not be provided on the basis of the patient's request or preference. Furthermore a work excuse will not be provided when:

- The patient is not seen at the clinic;
- The patient requests an excuse for a past illness or injury that has caused the patient to miss work;
- A patient is acutely ill (viral or bacterial) but is without fever and does not pose any risk of transmission of illness.

Forms or documentation required by an employee for purposes of "fitness for duty" certifications, requests for accommodations under the Americans with Disabilities Act, the Americans with Disabilities Amendment Act, and the Wisconsin Fair Employment Act, and medical certification forms for leave under the Family and Medical Leave Act will not be completed at the Workplace Clinic.