



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Renee Joos**  
Employee Benefits Director

**Vacant**  
Labor Negotiator

**March 2, 2017**

**Memorandum**

**To : Department Heads, HR, Safety and Payroll Personnel**

**From : Maria Monteagudo, Employee Relations Director**

**RE : City of Milwaukee Workplace Clinic Excuse Policy**

Since January of 2015 Froedtert Workforce Health has been providing on site clinic services to City of Milwaukee employees and spouses/partners. This benefit provides convenient and immediate access to health care services at no cost to the employees for conditions such as ear infections, pink eye, flu/cold symptoms, urinary tract infections, sprains and strains, insect bites, rashes, respiratory infections, and other conditions. The services provided at the clinic focus on prevention, wellness, early intervention and chronic condition management.

The attached Workplace Clinic Excuse Policy and Return to Work Certificate have been adopted by the Department of Employee Relations and Froedtert Workforce Health to ensure that clinic practices and protocols comply with all federal and state standards and regulations applicable to healthcare providers. This means that work excuses will only be provided in accordance with the Policy and that the Workplace Clinic staff is prohibited from releasing information regarding an employee's visit to the clinic outside of what is provided in the Return to Work Certificate. For that reason, departmental supervisors and managers should refrain from contacting the Clinic to obtain any information. In the event that you have a question or concern regarding clinic operations and practices, please contact Renee Joos, Employee Benefits Director, at X2938.

Please review the attached information and distribute to departmental personnel as necessary. Should you have any questions or concerns about the Policy or the Return to Work Certificate, please contact me at X3335.

**Attachments**

**Workplace Clinic Excuse Policy**  
**Return To Work Certificate**





**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.



Workforce Health

CITY OF MILWAUKEE WORKPLACE CLINIC
Return to Work Certificate

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 Clinic. In general, excuses will only be provided when:

- the patient has a high fever;
the patient has a contagious bacterial illness (pink eye, strep, etc.); or,
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.

Employee Name: DEPARTMENT:

Date of visit: Time of Visit:

This form certifies that the employee identified above was seen at the Workplace Clinic and that he/she:

- May return to work immediately without restriction.
Needs to be excused from work from (date) until (date) due to illness or injury. A medical release is or is not necessary upon the employee's return.
May return to work with the following restrictions: These restrictions are in effect until

Provider Name: Signature: Date: