

## **MEDICAL VERIFICATION** **FREQUENTLY ASKED QUESTIONS**

### **What is an Occasion?**

For the purposes of the WSU University Attendance Standards policy (APPM 3.0.11), *and nonacademic represented employees*, an Occasion is defined as an unscheduled absence of 3.8 hours or more for employees working a 7.5 hour day (4 hours or more for 8.0 hr./day employees).

### **What is an “Unexcused Absence?”**

“Unexcused/Unscheduled Absence” is defined as, *any absence that is not requested and approved in advance of reporting time, and includes, but is not limited to: tardiness, unscheduled time away from work (illness), unauthorized leaving before the end of schedule, emergency leave, unscheduled leave without pay (LWOP/AWOL), and failure to report/remain as scheduled for overtime or holiday work.* Some retroactive exceptions may be made in FMLA-related cases (see your WSU HR Consultant for clarification).

On the other hand, Scheduled Absences and contractual time off such as, but not limited to, scheduled: vacation days, floating holidays, University holidays, holiday closure, AP Days, etc., are also usually considered excused. Excused Absences can also be those absences that are related to job-related injuries, or absences that have been approved through the Family & Medical Leave Act (FMLA). If you are a nonacademic represented employee, see your contract or speak with your Union representative for more specific information.

### **When is Medical Verification issued?**

By the time the sixth occasion in a rolling year has been reached **or** (for 7.5 hrs/day employees) upon exceeding 45 hours of unscheduled absence (for 8.0 hrs/day employees, exceeding 48 hours) involving four or more occasions, a Medical Verification notice must be issued. *However, the University reserves the right to require Medical Verification, and/or to counsel or assess discipline, earlier than the sixth occasion, depending on the circumstances.* All unexcused absences must be verified and accompanied by medical documentation. Medical Verification is **not** considered to be discipline.

The supplying of medical documentation, by itself, does not validate an employee absence. It may clear an employee for payment purposes (illness leave, etc.), but it does not automatically place them in an "excused" status. Medical documentation (in itself) does not, nor has it ever, shielded an employee from corrective action in response to excessive absenteeism or tardiness. In most cases, if the absence has not been requested and approved in advance, the absence is recorded as unscheduled.

### **What does Medical Verification require?**

An employee placed on Medical Verification will receive a letter indicating an effective date and ending date (always 3 months). Beginning on the date specified, each future unexcused absence will need to be verified and accompanied by medical documentation. The Medical Verification must be provided to Central HR after each absence. At the end of the 3 month period, the employee's attendance record **will be reviewed** by the immediate supervisor. Based on the employee's attendance while on Medical Verification, the Medical Verification status will be either ended or extended for another 3 months.