



TO: University Employees

FROM: Michele Ribeiro Cazorla, University Human Resources Administrator - Benefits

RE: **Sick Leave & Medical Certificate Requirement**

DATE: February 13, 2023

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This is a reminder to all employees and supervisors that an acceptable medical certificate is required to substantiate any period of sick absence consisting of more than five (5) consecutive working days. Weekends and holidays that occur during the sick leave usage do not interrupt the continuous period of absence.

If an employee is out sick for more than five (5) consecutive working days, the Human Resources department should be contacted by either the employee or their supervisor. This allows Human Resources to determine whether an employee is eligible for job-protected leave under the Family and Medical Leave Entitlements.

Additionally, employees who have been out more than five (5) consecutive sick days cannot return to work unless they have provided an acceptable medical certificate from their healthcare provider clearing them to return to their full work duties with no restrictions.

If you have any questions, you may contact me at (203) 837-8497 or [cazorlam@wcsu.edu](mailto:cazorlam@wcsu.edu).