

**North Orange County Regional Occupational Program**  
**MEDICAL DISABILITY CERTIFICATION**  
**ROP AR 4151.1**  
**AR 4251.1**  
**AR 4351.1**

## **Administrative Regulation**

### **All Personnel**

When an employee is unable to report to work for a period of five or more days due to medical disability, it shall be his/her responsibility to provide the ROP with the "Medical Disability Certification" form that has been completed by the employee and his/her physician. This form must be received by the Assistant Superintendent, Administrative Services, within ten working days of the first day of absence to insure continued benefits and employment.

For long-term illness, it shall be the responsibility of the employee to submit a completed form every 30 days to insure continued benefits and employment. Before returning to work, the employee must submit a final "Medical Disability Certification" form with the physician's authorization that the employee may return to work. This final form must be received by the Assistant Superintendent, Administrative Services, no later than five work days prior to the expected date of return. If there are limitations or restrictions recommended by the physician, accommodation will be discussed with the supervisor and the employee to determine whether the employee can return to work with accommodation.

Medical certification must be submitted on the ROP "Medical Disability Certification" form.