



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

Isiah Leggett  
County Executive

Scott E. Goldstein  
Fire Chief

**MEMORANDUM**

November 2, 2015

**TO:** All Career Uniformed Personnel  
**FROM:** Fire Chief Scott E. Goldstein *Scott Goldstein*  
**SUBJECT:** Medical Documentation Used for Sick Leave and Family Sick Leave

This memorandum is to clarify what is acceptable medical documentation under Article 7, Sick Leave, in the agreement between the County and IAFF Local 1664. Specifically, Section 7.7 A. states, "...documentation from a physician or other licensed healthcare provider confirming the employee was under the physician's or other licensed healthcare provider's care."

Acceptable "medical documentation" under Article 7 is an "Excused from Work" or similar document produced by the physician or other healthcare provider. This medical documentation must be the original, and include:

1. For sick leave taken for the employee:
  - a. the employee's name;
  - b. the date the employee was seen by the physician or other healthcare provider; and
  - c. the date the employee is able to return to work.
2. For sick leave or family sick leave taken for an immediate family member:
  - a. the immediate family member's name; and
  - b. the date(s) the immediate family member was under the care of the physician or other healthcare provider.

Unacceptable "medical documentation" is any document containing confidential medical information or receipts for goods and services. Examples of unacceptable medical documentation include:

- explanation of benefits,
- discharge paperwork
- co-pay receipts, and
- pharmacy or store receipts.

Please note this memorandum replaces a similarly-worded document I previously issued on February 27, 2015, titled "Medical Documentation Used For Sick Leave."

Should you have any questions, please direct them through your chain of command.

**Office of the Fire Chief**

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