



**EICHELBAUM WARDELL**  
HANSEN POWELL & MEHL, P.C.

# **Medical Privacy in the Workplace**

**By Jennifer A. Powell**

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**SOURCES OF MEDICAL INFORMATION  
ABOUT DISTRICT EMPLOYEES**

## Official Requests for Leave

- Leave under the Family Medical Leave Act (“FMLA”)
  - Certification of serious health condition
  - WH-380E
- Temporary Disability Leave (“TDL”) - a note from a physician establishing:
  - inability to work
  - date leave is to begin, **and**
  - anticipated date of return to work.

## Official Requests for Leave

- Leave pool/bank requests
  - District policy should require proof of catastrophic illness or injury.
- Requests for extended periods of state or local leave requiring medical documentation per DEC (LOCAL).

## Other Absences

- “Calling in sick” or “calling out” to a supervisor even without an official request for a “leave of absence.”
- Practice Pointer: If the employee tries to provide actual medical information to the campus or department-level supervisor, train them to punt that immediately to whomever serves the Personnel/Human Resources function for the district. Helpful for a couple of reasons:
  - Possible that the absences may qualify for FMLA or ADA protection, which HR should be trained to spot.
  - Those employees should also be trained in handling any of the medical information that is received.

## Inquiries and Examinations Under ADA(AA)

- <https://www.eeoc.gov/policy/docs/guidance-inquiries.html>
- What is permitted depends on the stage in the employment cycle.

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## Title search: Medical Privacy in the Workplace

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33<sup>rd</sup> Annual School Law Conference session  
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