

FMLA/Disability Policy

The following information is in regard to our FMLA/Disability policy. We hope you find it useful, and please don't hesitate to ask questions if you have any.

- Health Care Certification Form: Please hand in your Health Care Certification Form from your employer to us as soon as possible. This is to allow enough time for your surgeon to provide an assessment, and complete the required paperwork.
 - Completion: Please complete all Request Forms so that we may properly identify you. It's important to include your full name, signature, date of birth, daytime phone number, and requested dates of leave. Your form will be sent back to you if it is not completed in its entirety, and this may delay the process.
 - Turn-Around: The typical turn-around time for completion is 2 weeks from when your request is received.
 - Notification: Our office will contact you when your paperwork is completed. We will be happy to mail the forms, however, please let us know as early as possible.
 - Contact Information: If you do not hear from our office within 2 weeks, please contact us at 520-319-6000.
 - **Form Fees: For each completed form, there is a \$25.00 processing fee. We find this necessary because these forms are legal documents that do require the surgeon's time to complete.**
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