CONFIDENTIAL MEDICAL REPORT AND MEDICAL EVALUATION

Rules and Instructions

1. Confidential Medical Report (Form OP 407) is required whenever an application is submitted for sabbatical leave of absence for restoration of health, for leave of absence without pay for restoration of health, for sick leave in excess of twenty consective school days or as a result of injuries sustained in an alleged accident in line of duty. A Confidential Medical Report may be submitted by a physician in place of the Medical Certification on the sick leave application (Form OP 198) when strict confidentiality is desired.

2. Section I is to be completed in duplicate, using the carbon insert; Section II is for the Medical Division only and is to be completed only in the original. The entire form is to be mailed by the applicant or the physician directly to the School Medical Director at the time of filing application for sabbatical, leave of absence, or when sick leave exceeds twenty consecutive school days as soon as possible and when illness is further protracted, then whenever subsequent applications for sick leave are submitted.

3. After evaluation, the School Medical Director will forward his medical recommendation with respect to applications for sabbatical leaves and leaves of absence without pay for restoration of health to the responsible superintendent on Section III of Page 2 of Form OP 407 (retaining Page 1 in Confidential and Strictly Privileged medical files). Medical recommendation with respect to applications for sick leave will be forwarded to the school principal on Section V of application for sick leave (Form OP 198) as outlined thereon.