



## UTICA WOMEN'S SPECIALISTS FMLA/DISABILITY FORM POLICY

Our policy at Utica Women's Specialists regarding FMLA and disability paperwork is to charge a completion fee of **\$30.00 PER PACKET** completed. This policy form must be read and signed by the patient before disability forms are left with us. Please be advised that it may take up to ten (10) business days for the form to be completed.

Also, you will need to present your disability forms to us **WITH YOUR PORTION ALREADY COMPLETED.** We need to know your wishes regarding whether these are to be faxed to your employer, returned to you, or otherwise.

It is imperative that we know your expectations for time off. Your employer may allow up to 12 weeks off (6 paid and 6 unpaid), however, the standard of care in the United States for recovery after a vaginal delivery is 6 weeks. It is 6 to 8 weeks for a c-section and 6 weeks for a hysterectomy.

I, \_\_\_\_\_, agree to the above policy.  
Patient signature

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- Paperwork received.
  - Patient portion completed in its entirety.
  - Expectation for time off. \_\_\_\_\_ weeks. Dates, if known  
\_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_.
  - \$30 paid per packet.
  - Paperwork to be (picked up / faxed to:  
\_\_\_\_\_ (name), (\_\_\_\_) \_\_\_\_\_ (number).