



Ministry of Health
Directorate General of Private Health
Establishments

Sick Leave Certificates Policy

Policy Code: P001-2012

This Document Contains 9 Pages



TABLE OF CONTENTS

SN.	SUBJECT	PAGE
1.	ISSUE HISTORY	3
2.	PURPOSE	5
3.	SCOPE	5
4.	TARGET AUDIANCE	5
5.	DEFENITIONS	5
6.	RESPONSIBILITIES	5
7.	POLICY STATEMENT	6
8.	PROCEDURE	9
9.	REFERENCES	9



ISSUE HISTORY

Changes:

Dates are indicated for issuance, Review and Approval.

Issue	Description	By	Date
0	First draft	Dr. Hamad Al-Adawi	23/1/2012
1	Draft for approval	Mr. Saif Al-Nabhani	29/1/2012
2	Draft for approval	Dr. Munera Al-Hashmi	22/2/2012

Distribution:	<input type="checkbox"/> All Establishments <input type="checkbox"/> Hospitals <input type="checkbox"/> Medical Clinics <input type="checkbox"/> Diagnostic Centres <input type="checkbox"/> Polyclinics <input type="checkbox"/> Medical Centres <input type="checkbox"/> Rehabilitation Centres <input type="checkbox"/> Occupational Health <input type="checkbox"/> Comp & Alternative Clinics <input type="checkbox"/> Rejuvenation Centre		
Custodian/Author	Dr. Hamad Al-Adawi	Date: 30/1/2012	Signature:
Authorization	DGPHE	Date:	Signature:



Abbreviations:

MoH: Ministry of Health

MoH (HQ): Ministry of Health, Headquarter

DGPHE: Directorate General of Private Health Establishments

GP: General Practitioner



1. Purpose

1.1 This Standard sets policies and guidelines for private establishments issuing Sick Leave Certificates. It sets the requirements to report to Ministry of Health (MoH) on issued sick leave certificates, and establishes the process, forms and evidence required for reporting and attestation of sick leave by the authorized officers. The Standard aims to ensure that sick leave certificates are issued in accordance with clinical evidence and professional and ethical practices

2. Scope

2.1 This standard applies to all Private Healthcare Providers (establishments and Professionals) licensed by MOH.

2.2 This Standard applies in addition to other MOH Policies and Standards and the Code of Medical and Nursing Ethics.

3. Target Audience

Physicians, Dentists, Health Care Establishments' management, Employees, Employers and Patients

4. Definitions

4.1 **Short-term sick leave** comprises of all types of sick leave certificates issued for a period of up to three days, consecutive or otherwise.

4.2 **Long-term sick leave** comprises of all types of sick leave certificates issued for a period of greater than three consecutive days. All long-term sick leave certificates require attestation by DGPHE.

5. Responsibilities

5.1 DGPHE requires that the administration/management of all private health care establishments will be responsible to ensure the adherence to this policy through their facility. It is the responsibility of DGPHE to monitor the compliance of the policy by random audits of sick leave certificates.



6. Policy Statement

6.1 DGPHE Role

6.1.1 Set-up the standards and regulations needed to govern the issuance and attestation of sick leave certificates.

6.1.2 Attest the sick leave certificates.

6.1.3 Audit and inspect MOH-licensed healthcare providers, and enforce compliance with the requirements of this Standard and associated MOH Policies and Standards.

6.1.4 Follow-up and audit the sick leave certificates issued by the private establishments, and issue periodical statistical reports in this regard.

6.1.5 Derive periodical indicators to identify the parties that issue the largest proportions of sick leave in order to ensure the seriousness / rightfulness of these certificates.

6.1.6 The attestation of sick leave certificates shall be performed by a physician.

6.1.7 MoH shall determine the authority of granting attestation of sick leave certificates for certain physicians in Departments of Health Services.

6.2 Duties of Healthcare Providers

6.2.1 Healthcare providers, including establishments and professionals, issuing sick leave certificates must have valid license.

6.2.2 The responsible treating physician must not issue a sick leave:

- Without actual examination of the patient,
- For a condition or illness falling outside of his/her professional competence, scope of practice and the privileges granted by the employing facility,
- For illness other than that observed and examined at consultation,
- After or before the date of actual consultation, retrospectively or backdated.

6.2.3 Professionals may grant sick leave certificates at:



- A healthcare establishment at which he or she is licensed with.
- A healthcare establishment at which he or she is permitted by MoH to work temporarily (part time permission) as long as approval for temporary permission is still valid.

6.2.4 Each healthcare establishment is requested to document the issuance of sick leave in their patients' medical files.

6.2.5 A copy of each sick leave certificate should be kept on a separate folder for the purpose of auditing by MoH.

6.2.6 The management of each licensed healthcare establishment shall be responsible for its licensed physicians' commitment of granting sick leave certificates. In case of any violation, the establishment and the physician shall be held jointly liable.

6.3 Issuing and attesting of short-term sick leaves

6.3.1 licensed GPs, General Dentist, and Medical Officer or Junior Specialist of any specialty may only issue sick leave certificates for a period of up to 3 days, with one extension of up to three days allowed where necessitated by the patient's condition. Where the patient's condition requires further extension, the patient must be referred to a specialist or consultant physician specializing in the disease specific field.

6.3.2 All complementary and alternative physicians are not allowed to issue sick leave certificates.

6.3.3 Short-term sick leave certificates may be issued on the clinic's own letterhead, and must document the medical practitioner's full name and MOH license's number, the patient's full name, the date of consultation, the period of sick leave recommended including start and end dates and the illness or condition for which the sick leave is recommended and should not contain abbreviations or medical jargon.

6.3.4 The attestation of sick leave certificates shall not be performed if the establishment and/or the physician whose licensee(s) at the date of application is not renewed.



6.3.5 Healthcare establishments are requested to direct their patients or relatives/careers to attest the sick leave certificates by Directorate/ Department of Health Services in region / Willayat.

6.4 Issuing and attesting of long-term sick leaves

6.4.1 Only licensed specialist and consultant physicians may issue sick leave certificates for periods of greater than three consecutive days.

6.4.2 Long-term sick leave certificates that exceed 14 days must be supported with case report(s) in order to be attested by the MoH.

6.4 .3 The supporting documents shall include full medical report detailing the diagnosis, the period of sick leave, supportive diagnostic test results (laboratory, radiological investigations or any other means of investigation), clinical or surgical intervention and admission/discharge dates, follow up care or treatment including care management plan, where appropriate, and health condition as assessed by the treating physician.

6.4 .4 They should be attested by MoH(HQ) at DGPHE.

6.4 .5 It should be submitted to DGPHE within fifteen days from the date of issuance by private health establishments;

6.4 .6 In some occasions, DGPHE might require to send the certificates and the supported reports to one of regional hospitals for comments and clarification, and/or to re-examine of patients by specified consultants before attestation.

6.5 Enforcement and Sanctions

6.5.1 MoH reserves the right to reject attesting sick leave certificates failing to demonstrate evidence of clear diagnosis, appropriate sick leave period for the condition, or where the requirements of this Standard are not fully satisfied.

6.5.2 Sick Leave certificates issued to patients are legal documents. Healthcare providers who deliberately issue false, misleading or inaccurate sick leave certificates could be subject to disciplinary action. MOH shall take appropriate measures / sanctions in relation to any breach of duties under this standard. Healthcare providers may also expose themselves to civil or criminal legal action.

6.5.3 Compliance to this policy is mandatory for all Private health care facilities.



Non compliance with these standards and after investigation and verification that the violation of rules and regulations is true, one of the following penalties will apply based on the seriousness of the violations:

- Warning letter
- Financial penalties
- Suspension of duty of physician for no more than 1 (one) year
- Closing the facility for a period of no more than 60(sixty) days
- Cancellation of the person's license

7. Procedure

Those who issue and attest sick leave certificates should follow the steps that are mentioned in the policy statement.

8. References

1. Abu Dhabi Health Authority, Standard for the Issuance and Attestation of sick leave certificates in the Emirate of Abu Dhabi, Reference: Review Date: December 2012
2. Dubai Health Authority, Sick leave Regulation, last updated June 2010