



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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**REVISION**

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**SUBJECT**

**LEAVES OF ABSENCE**

**SUB-TOPIC**

**FAMILY AND MEDICAL LEAVE ACT, Continued**

I. RECORD KEEPING REQUIREMENTS, Continued

2. It should be noted that records and documents relating to medical certifications, recertifications, and medical histories of the employee or employee's family members should be maintained in separate files and treated as confidential medical records. Therefore, these records do not go into the employee's personnel file. The medical information may be disclosed to supervisors and managers, if needed, regarding work restrictions; the first aid and safety personnel if the employee's physical and medical conditions require medical treatment; and government officials investigating compliance with the Act.

J. COORDINATION WITH OTHER LEAVE ENTITLEMENT

The Act regulations state that if an employer provides more benefits than required by the Act, the Act will not restrict those benefits. Therefore, benefits such as the sick leave pool and extended disability leave, when available, may be used in conjunction with and count towards the 12 weeks of family leave. It should also be noted that the Act does not restrict or modify any federal or state anti-discrimination rules or the employer's obligation to comply with the ADA.