



Employee Handbook

**An Informational
Guide to Worklife**

Our Wish for You

This handbook and all the programs it describes are aimed at one goal -- to ensure adequate staff of qualified, well-trained and highly motivated personnel with high morale and esprit de corps. We hope that your working relationship with Loudoun Medical Group is pleasant and fulfilling.

Table of Contents

For Our Employees	4
Joining Us	5
What We Ask Of You	6-12
Resolving Your Concerns At Work	13
Compensation	14-15
The Benefits Package	16
The Building	17
Leaving Us	18
Appendices	19
• Sexual Harassment and Other Illegal Harassment and Retaliation Policy	20-21
• Family and Medical Leave Act Policy	22-34
• Alcohol/Drug Abuse Policy	35-44
Receipt for Employee Handbook	45

For Our Employees

As you start your new job with Loudoun Medical Group (LMG or the Group), there is a lot to become familiar with and to learn. To assist you, this Handbook has been prepared as a guideline. It tells you what you can expect from LMG and what LMG expects from its employees.

The Handbook is designed to give you an overview of the Group, its policies and procedures, your responsibilities and the benefits available to you. For complete details you may refer to the LMG Human Resources Policies and Procedures Manual. An LMG Human Resources Policies and Procedures Manual is available in every office site.

The policies and procedures set forth in this Employee Handbook are not a contract nor are they to be construed to create contractual obligations of any kind. All LMG employees are employed at-will unless they have executed an employment contract signed by LMG's CEO. Employment at-will means that either the employee or LMG can terminate the employment relationship at any time, with or without cause, and with or without advance notice.

It is impossible to establish policies to govern every circumstance or question that may arise during your employment with LMG. Accordingly, employees are expected to use good judgment in all situations whether or not an express written policy exists.

LMG reserves the right to revise, supplement or rescind any policies or portions of this Handbook with or without notice and without additional consideration. Supplemental or temporary notices concerning employment policies may be posted or communicated verbally from time to time.

Joining Us

Reference Checks

LMG will contact former employers to request a reference on your previous job performance. All employees must complete an application for employment form which includes an authorization to former employers to release information regarding the applicant's job performance to LMG. The employment application may be completed at any time during the recruitment process. If a job offer is made to a candidate before all references have been contacted, the offer is contingent upon successful reference check completion. An offer may be rescinded if an unsatisfactory reference is received.

Our Employment Policy

LMG is an Equal Opportunity Employer and complies with all applicable employment non-discrimination laws. LMG recruits, hires, trains, and promotes all persons without regard to race, color, sex, religion, national origin, age, disability, marital status, sexual orientation, veteran's status or any other legally protected characteristic. LMG bases employment decisions on merit, qualifications and abilities. This policy governs all terms and conditions of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

If you are the subject of or become aware of any incident or situation that you believe involves employment discrimination, harassment, or retaliation you must report the incident(s) to your supervisor or LMG Human Resources as soon as practicable. LMG takes all reports of illegal employment discrimination, harassment or retaliation seriously, and will promptly and thoroughly investigate all complaints. LMG will take appropriate corrective action if it finds an employee has been subjected to illegal employment action.

Please see the Appendix to this Handbook for a copy of the LMG "Sexual and Other Illegal Harassment and Retaliation Policy" for more detailed information on this subject.

Understanding Expectations

Every LMG employment position has a written job description to set forth the general duties of the position, including essential functions of the job. Employees should review their job descriptions upon hire and annually thereafter. If you have any questions about your job description, please consult with your supervisor. Your supervisor will also review with you more specific requirements and standards of your job so that you completely understand those expectations.

What We Ask of You

Professional Conduct

The image of LMG is affected by every employee's appearance and behavior. In order to deliver professional services, we ask that you follow the guidelines of appropriate behavior as follows:

- Be courteous and helpful to people seeking information or assistance.
- Keep all patient information confidential. Patient confidentiality is not only required by LMG policy, but also by Federal and state law. Under no circumstances may any LMG employee discuss or divulge any information about a patient with anyone who does not have a legitimate treatment or business-related need for the information. Breach of patient confidentiality may lead to immediate termination. If you are concerned about your safety due to a patient's condition, we encourage you to discuss this with your supervisor and/or your practice's lead physician.
- When answering the telephone please identify yourself. Ask the caller how you may help them and then follow through by doing so.
- Conduct discussions of Group business in private.
- Dress in accordance with the requirements of your dress code. Your appearance should always be professional, neat and clean.
- Refrain from smoking. The Group maintains a smoke-free environment for everyone's benefit.
- Each time you encounter a fellow employee, visitor, or patient, treat that person in the same manner you want to be treated, making a positive interchange.

Remember, our attitudes influence everyone's well being.

Personal Data Changes

Since we must maintain accurate and up-to-date files on each employee, it is essential that you inform your supervisor of any changes in your address, telephone number, marital status, name or number of dependents.

Attendance

When you are unable to report for work, you must notify your supervisor via telephone as far in advance as possible but at least one hour before the start of your shift. If you are unable to reach your supervisor, a voicemail/message must be left stating the nature of the absence.

If it is necessary for you to be absent for more than a day, you must inform your supervisor and let him/her know when you will be able to return to work.

If you are absent without calling for two (2) consecutive scheduled working days, you will be considered to have abandoned your position.

In addition, if you should find it necessary to leave your duty area during working hours, you must obtain prior approval from your supervisor. Employees may be disciplined for leaving their work station unattended.

Employee Safety

Promoting and maintaining a safe and healthy work environment is a responsibility shared by everyone. Every reasonable precaution is taken to provide a safe environment for employees. Safety rules are for your protection.

We ask that you make a habit of being safety conscious at all times and comply with employee health requirements and recommendations. If you become aware of unsafe conditions in your workplace, report the conditions as soon as possible to your site's supervisor.

If an accident does occur, and you injure yourself, you must notify your supervisor immediately. It is your responsibility to complete an Employee Occurrence Report documenting the nature of your injury and how it occurred. Your prompt reporting of an accident might help to prevent someone else from being injured in the same way. In addition, immediate action will help protect employee benefits outlined in the Virginia Workers' Compensation Act. Failure to timely report a workplace injury within 24 hours may result in delay or denial of benefits.

Questions regarding employee safety programs, immunizations or workers' compensation benefits should be addressed to your supervisor. Your supervisor will assist you in every way possible to promote a safe work environment and provide prompt treatment for injuries that may occur on-the-job.

Fire Safety

We ask that you always be alert to prevent conditions that might cause a fire. In case of a fire, the first priority is the safety of our patients and employees. If a fire cannot be quickly and easily suppressed, the fire alarm should be pulled and the building evacuated. The site supervisor should ensure that emergency fire authorities have been contacted.

Solicitations and Distributions

Our employees are encouraged to take an active part in civic affairs and worthy charitable activities. However, in order to avoid interference with work and to protect you from unnecessary annoyance, soliciting of any kind is prohibited when the person soliciting or the person being solicited is on working time. Similarly, employees are prohibited from distributing literature of any sort during working time. Persons who are not employed by the Group shall not distribute literature or solicit employees or visitors at any time for any purpose.

Search Policy

To protect the health, safety and welfare of its employees and visitors, the Group may require any employee to submit to a search when reasonable suspicion exists that an employee is engaged in prohibited activity. The Group may search (upon reasonable suspicion) all areas of the Group as well as employees and their personal property brought onto the premises, including, but not limited to offices, desks, etc. Physical contact is prohibited, and no person will be required to expose any part of his/her anatomy.

Supervisors may only request an employee to turn his/her own pockets out or may request a search of briefcases, purses, etc. by asking an employee to open the bag himself/herself and removing the contents. All searches must be conducted in the presence of the appropriate Physician, and a representative from LMG Human Resources must be present as a witness.

Disciplinary Procedures

The Group expects every employee to observe basic rules of good conduct. Most of these are common sense rules by which employees are expected to be cheerful and courteous at all times towards co-workers and visitors and to provide a professional atmosphere.

Appropriate policies and rules have been established to promote efficient and effective operation of the Group for the benefit of our clients and employees. When employees fail to adhere to Group rules and regulations, corrective action may be taken by a supervisor. The LMG Human Resources Policies and Procedures Manual contains detailed explanations of the Group's rules and procedures for your reference.

Although employment with LMG is based on mutual consent and both the employee and LMG have the right to terminate employment at-will, with or without cause or advance notice, LMG may choose, in its sole discretion, to use progressive discipline in circumstances it deems appropriate. Progressive discipline means that employees may be warned and counseled concerning deficiencies, other problems or policy violations and given the opportunity to improve. However, LMG reserves the right to terminate any

employee immediately, without the use of progressive discipline, in any circumstance it deems appropriate.

Employees are not eligible for Progressive discipline during their first 90 days of employment, which is considered the probationary period.

This progressive disciplinary procedure does not alter the at-will employment relationship between the employee and the Group.

Progressive Disciplinary Steps

Remind/Reinstruct - At the first violation, the employee may be reminded about the Group's policy and instructed in the proper means of following that policy.

Verbal Warning - At the second violation, the employee may be given a strict and specific verbal warning about the violation of policy and the possible consequences and strongly urged to comply with that policy. A written record of a verbal warning will be placed in the employee's file.

Written Warning - At the third violation, the employee may be given a formal written notice that he/she has violated LMG policy. The notice should specify what is expected as well as possible consequences of not meeting expected standards of performance. A copy of this warning will be placed in the employee's personnel file.

Suspension - At the fourth violation, the employee may be suspended without pay. This is intended to impress on the employee the gravity of his/her action and to make him/her aware that continuance of such violations will result in dismissal.

Final Action - Dismissal

Immediate Discipline

Termination of Employment – Some conduct or other problems may be so serious in nature that immediate discharge is appropriate, as determined in LMG's sole discretion.

Common Infractions

Listed below are examples of common infractions of LMG policy which may result in disciplinary action ranging from verbal reprimands to termination of employment. **This list is not intended to alter the employment at-will relationship or to be complete or all-encompassing, but merely to serve as a guideline of the types of offenses which may result in discipline.**

Group I rule violations are those which may disrupt the continuity, efficiency, and safety of Group work, and lead to abuse if repeated. The following are examples of Group I

rule violations which may result in the employee's entrance into the progressive discipline process or immediate termination.

- A. Unsatisfactory work performance.
- B. Poor attendance. Poor attendance, for general purposes, may be defined as a consistent pattern of absenteeism or tardiness, especially as it occurs around regularly scheduled days off or holidays.

More specifically, excessive absenteeism may be defined as three or more absences before or after regularly scheduled days off or holidays within six months or more than six non-consecutive days of absence within twelve months.
- C. Failure to properly notify your supervisor in advance of absence from work.
- D. Failure to observe Group working hour schedule (starting time, quitting time, rest and meal periods).
- E. Leaving regularly assigned work location without notifying your supervisor.
- F. Loafing, studying, or other abuse of time during assigned working hours.
- G. Uncooperative attitude toward fellow employees, or work.
- H. Inappropriate use of telephones and all other electronic devices.
- I. Interfering with any employee's performance of duties by talking or other distractions.
- J. Performing unauthorized personal work on group time.
- K. Use of profane or abusive language or actions.
- L. Presence in unauthorized areas.
- M. Smoking in the office or on any no smoking campuses. This includes the use of electronic smoking devices, snuff, chewing tobacco, etc.
- N. Defacing bulletin boards or notices posted thereon.
- O. Minor violations of safety rules.
- P. Unauthorized soliciting, collecting of contributions, selling, distributing of printed material or any other acts in violation of the Group's solicitation policy.

-
- Q. Inappropriate use of supplies and/or equipment.
 - R. Any and all other offenses, occurring once or repetitiously, which may have an adverse effect upon the Group or its concerns.

Group II rule violations are violations of LMG rules, policies or procedures of such a degree that continued employment of an individual may not be desirable. The following are examples of Group II rule violations, which may subject an employee to suspension and/or termination with or without warning or use of the progressive discipline process.

- A. Mistreatment of a co-worker, patient, visitor, or physician.
- B. Any act which might endanger the safety or life of others.
- C. Insubordination - disrespectful behavior towards a supervisor or refusal to perform work properly assigned by a supervisor.
- D. Violation of LMG safety rules.
- E. Falsifying any Group records including sick leave slips and applications for employment.
- F. Misrepresentation or withholding of facts in order to secure employment with the Group.
- G. Falsifying the employee's timecard or the timecard of another employee or permitting another employee to do so.
- H. Abusing, destroying, damaging, stealing, removing or defacing Group property, instruments, equipment or the property of others on Group premises.
- I. Fighting or enticing others to fight on Group premises.
- J. Bringing narcotics or illegal substances into the Group, or consuming liquor, using narcotics or illegal substances during work hours on or off Group premises, or reporting for duty displaying errant behavior which may be caused by liquor, narcotics or illegal substances.
- K. Carrying firearms or other dangerous weapons on Group premises.
- L. Failure to return to work on expiration of vacation, leave of absence, or sick leave without proper notice.
- M. Misuse of or disclosure of confidential patient or LMG information to unauthorized persons.

-
- N. Acts or behavior which reflect unfavorably upon the reputation of the Group.
 - O. Repeated failure to obey Group I rules.
 - P. Any and all other offenses which may have a serious effect upon the Group and its concerns.
 - Q. Flagrant, abusive violation of Group I offenses.
 - R. Multiple Group I offenses violated simultaneously.

Resolving Your Concerns at Work

Employee Relations

One of our major goals is for all of us at LMG to work together - people working with people to care for people. We believe we can work as a team to meet mutually compatible objectives: your personal objectives and the Group's objectives.

Considerable thought, discussion and actions have been taken to meet your needs in this regard and it is felt that it is in the best interest of all concerned that we work out any problems that may arise from time to time, directly, person to person, without the intervention of third parties.

LMG's employee relations philosophy is to treat employees honestly, fairly, and in accordance with established policies. We will strive to provide challenging opportunities, and to assist each person in achieving his or her personal and professional objectives and growth.

If You Have a Problem

If a problem arises concerning **any aspect of employment**, an employee should first discuss the issue with their Office Manager. In most cases, problems can be resolved at this level and no further formal action is required.

If the employee is not satisfied however, the problem should be reported to Human Resources. The representative will meet with the employee and others as necessary, in an attempt to resolve the issue. If no solution is found, the employee may request access to the formal problem solving procedure.

If, however, the employee is unable to discuss the issue with his/her Office Manager because of his or her involvement in the situation, the employee should immediately address his/her concerns with Human Resources.

Problem Solving Procedure

Employees are eligible for the formal problem solving procedure outlined in the LMG Human Resources Policies and Procedures Manual.

Compensation

Working Hours

The scheduling of your hours of work is arranged by your supervisor in accordance with the needs of LMG. Your supervisor will discuss your normal working hours and timekeeping procedures with you.

LMG has hourly and salary employees. Only non-exempt employees are entitled to work overtime and then only with the advance approval of the supervisor.

The standard full time work period is 40 hours/week.

Your meal periods are not hours worked, so the Group does not pay you for this time.

Pay Day

Pay day occurs every other Friday. Should a pay day occur on a recognized holiday, the day before may be designated pay day, and you may receive your paycheck on that day.

You are responsible for recording all time worked on your timecard or in the electronic timekeeping system. In order to be paid accurately, it is important for you to complete your timecard promptly and correctly. If you have any questions about your timecard ask your Office Manager to assist you.

Do not make entries on another employee's timecard, or attempt to sign a timecard for a shift before the time has actually been worked. These actions may subject you to immediate termination. Your timecard is reviewed by your supervisor before final processing.

Payroll Deductions

Deductions are made from your paycheck for income taxes and social security, as required by law. Your earnings, tax deductions and other deductions that you have authorized such as insurance, etc., as well as available vacation (after six months) are all listed on your paystub. If you choose to enroll in LMG's health and/or dental insurance, please pay close attention that the deductions for these insurances are being taken from your paycheck and reflect the correct level of coverage.

If you believe that your deductions were not taken, taken improperly or were otherwise incorrect at any time, you should contact LMG Human Resources as soon as possible. LMG, through payroll, will correct any errors as soon as practicable, generally in the next paycheck.

Paycheck Advances

All paychecks must be processed within the regular weekly automated payroll system.

The Group will issue paychecks prior to payday when financial hardship results from an Emergency situation such as a death in the family, major family illness, loss of a spouse's job, etc. only if an "Early Check Request" has been approved by your Office Manager.

Salary Structure

Each position at LMG is assigned to a salary range. These ranges are set in accordance with current market conditions as reflected in salary surveys. Starting salaries will be set within the range for your position. Salary increases given as a result of annual performance evaluations also are determined within your position's salary range.

The Benefits Package

Loudoun Medical Group provides an attractive and competitive benefit package for its employees. Beyond your paycheck, these valuable benefits are available to protect you and your family, as well as enhance your general well-being.

The exact benefits that you are entitled to receive are determined by your job category, employment status (i.e., full time, part time) and your length of service at the Group. While each employee's benefits package may vary, the range of benefits available is as follows:

Paid Time Off

- Holidays
- Vacation (available to you after 6 months of employment)
- Sick Leave
- Funeral Leave
- Jury Duty Leave

Insurance

- Health Insurance
- Dental Insurance
- Vision Insurance
- Social Security
- Workers' Compensation
- Unemployment Compensation
- Life Insurance
- Long Term Disability Insurance

LMG offers participation in the Loudoun Medical Group 401(k) Plan after one month of employment and 1,000 hours worked. Upon eligibility, you will automatically defer on a pre-tax basis 4% of your paycheck through payroll deduction (unless you make an election to defer another amount.) In addition, LMG will make a discretionary contribution to the Plan on your behalf, based on profits of LMG. You are eligible for a profit sharing contribution if you worked 1,000 hours during the plan year and employed on December 31st of that year.

You may also be eligible for employee discounts for certain services, depending upon where your practice is located.

Further information regarding the specific details of eligibility and benefits received may be obtained from the LMG Human Resources Department.

The Building

LMG Central Administrative Offices

We are located at 224-D Cornwall St., N.W., Suite 403 Leesburg, VA 20176. Our phone number is (703) 737-6010 and the fax number is (703) 443-8697.

Parking is available around the building. Employees are not permitted to park in the general patient and visitor parking lots. Employees must park in the designated employee parking area.

The building is open Monday thru Friday from 7am to 7pm.

Physician Offices

Please ask your supervisor for detailed information about your office hours, parking privileges, keys, and building hours.

Leaving Us

Resignation

Should you decide to leave the Group's employment, please consider discussing the decisions with your Office Manager first. It is an important decision, and there may be factors you have not considered.

We request that you give us a minimum of two weeks notice and a letter of resignation (unless contracted). You are expected to work as scheduled during the advance notice period. Therefore, if you plan to use accumulated vacation leave as well, your notice should be extended accordingly. For example, if you turn in your letter of resignation on Monday, October 1, but you want to take 1 week of vacation, then in order for your resignation to be considered 2 weeks notice, your last day would be Friday, October 19. This courtesy of advance notice will allow your supervisor time to adjust departmental work schedules and secure a replacement.

Department directors, administrative, professional and supervisory personnel are requested to give at least one month's written notice.

Exit Interview

Upon leaving your position at LMG, an exit interview may be conducted. This is your opportunity to discuss any problems you may have experienced during your employment and to discuss those areas that worked well. This interview is confidential and allows you to make suggestions for improvement in your department and/or the Group.

Continuation of Health Care Coverage

Employees who have previously been covered by the Group's group healthcare plans are entitled to continue coverage for themselves and their covered dependents through COBRA after their employment status has changed. Events which may qualify for continued coverage are termination, reduction in hours, divorce or legal separation, loss of dependent status and death. If you are terminated for gross misconduct, you may not be eligible for continuation of medical and dental insurance coverage.

For More Information

You should contact the Group's Human Resources Department regarding any questions or concerns you may have regarding your employment at LMG.

APPENDICES

Sexual Harassment and Other Illegal Harassment and Retaliation

POLICY STATEMENT

Loudoun Medical Group (LMG) prohibits sexual and other illegal harassment of its employees whether it is by a coworker, supervisor, or non-employee third party, such as independent contractors, patients or visitors. LMG will promptly and thoroughly investigate any allegation of unlawful harassment. Upon completion of the investigation, LMG will take appropriate corrective action, including disciplinary action up to and including termination, as warranted.

1.0 PURPOSE

To work with all LMG employees to create an environment free from sexual and other illegal harassment and to provide a process to address reports or complaints of sexual and other illegal harassment. All individuals affiliated with LMG are responsible for conforming to the spirit and letter of this Policy.

2.0 DEFINITION

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal comments or physical contact, suggestions and comments of a sexual nature when:

- 2.01 Submission to such conduct is made either on an express or implied condition of employment.
- 2.02 Submission to or rejection of the conduct by an individual is used as a basis for any employment decision affecting that individual.
- 2.03 Such conduct substantially interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Other illegal harassment includes harassment of an employee based on the employee's race, color, religion, sex (gender), age or disability. Examples include racial jokes, racial or ethnic slurs, and other harassing language or conduct which would make the reasonable person feel uncomfortable in the workplace or which could interfere with job performance.

3.0 PROCEDURE

Employees who believe they have been victimized by sexual or other illegal harassment or who believe they have witnessed conduct constituting sexual or other illegal harassment must promptly report the incident to the Office Manager, Human Resources, or the appropriate Provider.

-
- 3.01** Upon notification of allegations regarding sexual or other illegal harassment of any kind, a supervisor is requested to contact the Office Manager or appropriate Provider for guidance and response. The Office Manager or appropriate Provider shall consult with a representative of Human Resources.
- 4.0 HUMAN RESOURCES** shall conduct an impartial, prompt and thorough investigation of each claim.
- 4.01** Investigation of a complaint of sexual or other illegal harassment normally will include conferring with the parties and witnesses named by them.
- 4.02** Because of their sensitive nature, complaints of sexual or other illegal harassment will be investigated with particular care and will remain confidential, to the extent possible without jeopardizing a complete investigation.
- 5.0 IF THE INVESTIGATION REVEALS THAT THE COMPLAINT IS VALID,** prompt responsive action will be taken to stop the harassment immediately and to prevent its recurrence. Disciplinary action, up to and including discharge, will be taken depending on the circumstances of the conduct.
- 5.01** If the employee filing the claim is dissatisfied with the decision reached by Human Resources, he/she may have the case reviewed through the Problem Solving Procedure. (See the Policy entitled “Employee Grievances – Problem Solving Procedure” for information on this procedure.)
- 5.02** There shall be no retaliation against any employee for good-faith reporting of conduct he/she believes to be sexual or other illegal harassment. In addition, LMG prohibits retaliation against any employee for participating in any investigation of sexual or other illegal harassment or any other proceeding protected under any employment discrimination law. However, knowingly or negligently making a false accusation of harassment or providing false information in the course of an investigation is grounds for discipline, including termination of employment.

Family and Medical Leave Act (FMLA)

POLICY STATEMENT

Loudoun Medical Group (LMG) will comply with the Family and Medical Leave Act implementing Regulations as revised effective October 28, 2009. LMG posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Act.

The function of this policy is to provide a general description of FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

1.0 General Provisions

Under this policy, LMG will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

2.0 Eligibility

2.01 To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

2.0101 The employee must have worked for LMG for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment may be counted. If there has been a break in service, certain prior periods of employment may not count towards the 12 month employment requirement.

2.0102 The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

2.0103 The employee must work in a worksite where 50 or more employees are employed by LMG within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

3.0 Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 3.01** The birth of a child and in order to care for that child.
- 3.02** The placement of a child for adoption or foster care and to care for the newly placed child.
- 3.03** To care for a spouse, child or parent with a serious health condition (described below).
- 3.04** The serious health condition (described below) of the employee.
 - 3.401** An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.
 - 3.402** A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.
 - 3.403** This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.
 - 3.404** Employees with questions about what illnesses are covered under this FMLA policy or under LMG's sick leave policy are encouraged to consult with Human Resources.
 - 3.405** If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, LMG may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.
- 3.05** Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

3.0501 An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

“Covered active duty” means:

3.050101 In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

3.050102 In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

3.0501 The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

3.06 Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

3.0601 An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

3.0602 Next of kin is defined as the closest blood relative of the injured or recovering service member.

3.0603 The term “covered service member” means:

3.060301 a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

3.060302 a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

3.0604 The term “serious injury or illness”:

3.060401 In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and

3.060402 In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

4.0 Amount of Leave

4.01 An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. LMG will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, LMT will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

4.02 An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, LMG will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

4.03 If a husband and wife both work for LMG and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for LMG and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

5.0 Employee Status and Benefits during Leave

5.01 LMG will continue the employee's health benefits during the qualified leave period at the same level and under the same conditions as if the employee had continued to work.

5.02 If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, LMG will require the employee to reimburse LMG the amount it paid for the employee's health insurance premium during the leave period.

5.03 Under current LMG policy, the employee pays a portion of the health care premium. While on paid leave, LMG will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received by the payroll department by the last day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

5.04 If the employee contributes to a life insurance, disability plans or other supplemental benefits, LMG will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums.

5.05 Employees do not accrue sick or vacation time while out on FMLA.

6.0 Employee Status after Leave

An employee who takes leave under this policy *may* be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request.

7.0 Use of Paid and Unpaid Leave

- 7.01** An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation and sick leave prior to being eligible for unpaid leave.
- 7.02** Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.
- 7.03** An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and sick leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by LMG's sick leave policy) prior to being eligible for unpaid leave.

8.0 Intermittent Leave or a Reduced Work Schedule

- 8.01** The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).
- 8.02** LMG may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.
- 8.03** For the birth, adoption or foster care of a child, LMG and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.
- 8.04** If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with LMG before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

9.0 Certification for the Employee's Serious Health Condition

-
- 9.01** LMG will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition (<http://www.dol.gov/whd/forms/WH-380-E.pdf>).
- 9.02** LMG may directly contact the employee's health care provider for verification or clarification purposes. LMG will not use the employee's direct supervisor for this contact. Before LMG makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, LMG will obtain the employee's permission for clarification of individually identifiable health information.
- 9.03** LMG reserves the right to ask for a second opinion if it has reason to doubt the certification. LMG will pay for the employee to get a certification from a second doctor, which LMG will select. LMG may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, LMG will require the opinion of a third doctor. LMG and the employee will mutually select the third doctor, and LMG will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

10.0 Certification for the Family Member's Serious Health Condition

- 10.01** LMG will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition (<http://www.dol.gov/whd/forms/WH-380-F.pdf>).
- 10.02** LMG may directly contact the employee's family member's health care provider for verification or clarification purposes. Before LMG makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, LMG will obtain the employee's family member's permission for clarification of individually identifiable health information.
- 10.03** LMG has the right to ask for a second opinion if it has reason to doubt the certification. LMG will pay for the employee's family member to get a certification from a second doctor, which LMG will select. LMG may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification

and the second opinion, LMG will require the opinion of a third doctor. LMG and the employee will mutually select the third doctor, and LMG will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

11.0 Certification of Qualifying Exigency for Military Family Leave

LMG will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave (<http://www.dol.gov/whd/forms/WH-384.pdf>).

12.0 Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

LMG will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member (<http://www.dol.gov/whd/forms/WH-385.pdf>).

13.0 Recertification

LMG may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, LMG may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. LMG may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

14.0 Procedure for Requesting FMLA Leave

14.01 All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to their Office Manager or Human Resources. Within five business days after the employee has provided this notice, Human Resources will complete and provide the employee with the DOL Notice of Eligibility and Rights (<http://www.dol.gov/whd/forms/WH-381.pdf>).

14.02 When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with LMG's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

15.0 Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, Human Resources will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice (<http://www.dol.gov/whd/forms/WH-382.pdf>).

16.0 Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, LMG may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Alcohol/Drug Abuse

POLICY STATEMENT

- 1.0** Loudoun Medical Group (LMG or Group) recognizes that improper use of drugs and alcohol, whether on or off the job, may affect job performance and endanger the health and well-being of the involved individual as well as those coming in contact with that individual.
- 2.0** In view of the overwhelming body of evidence on the harmful effects of substance abuse on the individual and the community, and in compliance with state and Federal law, it is the policy of LMG that employees:
- 2.01** Shall not be under the influence of alcohol or illegal drugs during working hours (while on duty, rest periods or meal breaks) regardless of when any alcohol or drug was consumed. For purposes of this Policy, persons testing positive for drugs or alcohol will be presumed to be under the influence.
 - 2.02** Shall not be on LMG premises with the odor of alcohol or illegal drugs on their breath or otherwise exhibiting the recent use of alcohol or illegal drugs.
 - 2.03** Shall not use, sell, dispense, distribute, possess or manufacture illegal drugs or alcohol or drug paraphernalia on the premises.
 - 2.04** Shall not be permitted to work when LMG suspects the person is under the influence of illegal drugs or alcohol or may have otherwise violated the terms of this Policy.
 - 2.05** Shall submit to requested alcohol and drug screening when LMG suspects that the person is, or may be, under the influence of illegal drugs or alcohol, or that the person was involved in a work-related accident where human error cannot be ruled out.
- 3.0** Any employee who violates the above prohibitions will be subject to termination of employment or other relationship with LMG, or, in the Group's sole discretion, be required to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.
- 4.0** As with all of its Policies, LMG reserves its rights to modify, supplement or terminate this Policy from time to time as it deems necessary and appropriate either to achieve the objective of having employees and LMG environment free from drug and alcohol abuse or to reflect changes required by law or regulation. Further, nothing in this Policy is to be construed as a contract of employment or as a waiver of LMG's managerial and administrative rights to maintain discipline and acceptable standards of work performance.
- 5.0** Any disciplinary steps set forth in any handbook, personnel policy or procedure providing or progressive discipline or any other type of discipline do not apply to

violations of this Policy. The discipline to be imposed for violations of this Policy shall be made by LMG, in its sole discretion, guided by the provisions set forth herein.

6.0 DEFINITIONS

- 6.01** "Substance abuse" refers to the use or abuse of alcohol, illegal drugs, prescription drugs, or any other substance which could impair an employee's ability to safely and effectively perform the functions of his/her particular job.
- 6.02** "Supervisor" shall mean the employee's Immediate Supervisor.
- 6.03** "Drug paraphernalia" is to include but is not limited to: dilutants or adulterants such as hydrochloride, capsules, plastic bags, hypodermic syringes, needles, hemostats and all other materials which are used to introduce controlled substances into the human body.
- 6.04** Drug and alcohol testing is to be performed by an outside laboratory designated as LMG's agent, following standard chain of custody regulations. Testing shall be requested when deemed necessary, as defined below.
- 6.05** For the purposes of defining whether an employee is under the influence of alcohol, a unit of 0.10% is established. Discipline, other than discharge, may be imposed for alcohol levels less than 0.10%. However, the Immediate Supervisor and Human Resources may still discharge the employee.
- 6.06** In recognition of passive inhalation of marijuana, a level of 50 ng/ml will be used to screen for an employee's or applicant's use of marijuana. For the confirmation test, a level of 15 ng/ml will be used to determine an employee's or applicant's use of marijuana. Employee may be mandated to go to CHC for testing.
- 6.07** For any other drugs screened, levels considered positive will be set in accordance with generally accepted medical and/or legal guidelines.

7.0 PRESCRIPTION DRUGS

- 7.01** Individuals may take legal, over-the-counter medications and prescribed dosages of medication while on Group property, while using Group equipment, while conducting Group business or while on meal breaks or rest periods. While doing so, however, they are responsible for being aware of any effect such medication may have on the performance of their job duties and must promptly report to their Immediate Supervisor the use of any medication which might affect their ability to perform their job safely and efficiently. Individuals will not be disciplined for taking the prescribed dosage of medication if it is previously reported.
- 7.02** It is an individual's duty to report the use of prescribed medication which might affect job performance before job performance is actually impaired. Reporting of excuses "after the fact" is not sufficient to limit or modify disciplinary or remedial actions taken. For the purposes of this Policy,

individuals who report to work or perform work while impaired by or under the influence of a prescribed medication, the usage of which has not been reported previously, will be treated as having reported to work impaired by or under the influence of a drug, and thus in violation of the Policy.

7.03 When the Group determines, in its sole discretion, that the circumstances warrant removing an individual taking medication from his/her current job, the Group may place such individual on a leave of absence or arrange for alternative work to be performed on a temporary basis.

7.04 Illegal drugs for purposes of this Policy also include prescription drugs which may be used by someone other than the prescription holder or in a manner or quantity other than prescribed.

8.0 SPECIFIC RESPONSIBILITIES - EMPLOYEE

8.01 No employee shall report to work, be on duty, be subject to duty, be on a rest period or meal break, conduct Group business, or be present on Group property while impaired by or under the influence of alcohol or drugs, regardless of when the alcohol or drugs were consumed.

8.0101 For purposes of this Policy and procedure, persons testing positive for drugs or alcohol will be presumed to be impaired and under the influence.

8.02 No employee shall possess, use, or exhibit the recent use of alcohol or drugs during their scheduled working hours or while on Group property.

8.0201 For purposes of this Policy, "exhibit the recent use of alcohol or drugs" includes but is not limited to having the odor of alcohol or drugs on one's breathe.

8.03 No employee shall directly or indirectly sell, dispense, distribute, possess or manufacture drugs or alcohol, or drug paraphernalia during working hours, while on the Group's property, or while conducting the Group's business.

8.0301 A limited exception, described in Section 3.0 above is provided for use and possession of prescription drugs.

8.04 An employee must submit to any drug and alcohol screening requested when:

8.0401 a co-worker, supervisor or other LMG employee reasonably

suspects that the employee is or may be impaired by or under the influence of drugs or alcohol by virtue of the employee's appearance, attitude or behavior;

8.0402 the employee has a poor work-related accident record or was involved in a work-related accident which there is reason to believe might have been caused by human error or when human error cannot be ruled out; or

8.0403 the employee may have otherwise violated the terms of this Policy and procedure.

8.05 Failure to consent to screening will be considered insubordination and an admission to a violation of this Policy subjecting the employee to disciplinary action up to and including discharge; or, in the Group's sole discretion, the employee may be required to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.

8.06 Employees determined to have violated this Policy may be required to consent to further testing, including random testing, as a condition of continued employment.

8.07 New employees entering the work force are subject to initial and/or random testing. Employees returning to work following completion of a drug and/or alcohol rehabilitation program must provide documentation of such completion and are subject to initial and/or random testing.

9.0 SPECIFIC RESPONSIBILITIES - IMMEDIATE SUPERVISOR

9.01 If the Immediate Supervisor has a reasonable suspicion that an employee is under the influence of drugs and/or alcohol, or in the event of a clearly documented decline in job performance, attendance or inappropriate behavior on the job, the Immediate Supervisor should take immediate action to remove the employee from the work site. Factors which may constitute reasonable suspicion of being under the influence of alcohol or drugs may include, but are not limited to:

9.0101 Slurred speech

9.0102 Abnormal walk

9.0103 Impaired ability to perform tasks

9.0104 Accident involving Group property

9.0105 Agitated or violent behavior

9.0106 Loss of coordination

9.0107 Possession of alcohol and/or drugs or drug paraphernalia

9.0108 Odor of alcohol/drugs on breath or clothes

9.0109 Inability to comprehend normal dialogue

9.0110 Sudden or unexplained change in work performance

9.0111 Impaired writing ability

9.0112 Excessive drowsiness

9.0113 Information made available to LMG from an outside source or from other LMG personnel which, upon review and investigation, is considered by the Group to be a reasonable basis for requiring drug or alcohol screening.

9.02 It shall be the office manager or member of Human Resources responsibility to counsel and review LMG policy with the employee and request that the employee submit to a drug and alcohol test. The office manager or member of Human Resources shall advise the employee that refusal to consent to testing will be considered insubordination and an admission to a violation of this Policy subjecting the employee to disciplinary action up to and including discharge.

9.0201 An Employee Consent Form for testing must be signed by the employee. Upon obtaining and witnessing the Consent Form, the office manager or member of Human Resources shall transport the employee for testing to an outside laboratory.

9.03 In the event that the employee willingly admits to a violation of any provision of this Policy, a drug and alcohol test will still be requested and the above applies.

9.04 The office manager or member of Human Resources shall document the type of behavior or symptoms observed and the reason for referral.

9.05 If the employee refuses to go to an outside laboratory for evaluation and testing, the Immediate Supervisor shall advise the employee that such refusal will be considered insubordination and an admission to a violation of this Policy, which will result in suspension of the employee and subject the employee to disciplinary action up to and including discharge. An Employee Refusal Form must be completed and signed by the employee. If the employee refuses to sign the Refusal Form, the Immediate Supervisor shall note the employee's refusal on the Form and sign the Form.

9.06 Following submission to testing or refusal of testing, the Immediate Supervisor shall advise the employee of his/her suspension pending test results and will assist the employee in obtaining transportation from the facility. Refusal to accept transportation may result in notification of the local Police Department.

9.07 The Immediate Supervisor is also responsible for taking disciplinary action, when appropriate, if drug/alcohol abuse has been verified.

4.0701 The employee will not be allowed to return to work until appropriate clearance is obtained from Human Resources.

10.0 RESULTS OF SCREENING

10.01 The appropriate ~~Physician~~ Office Manager, Provider and LMG management will determine on a case-by-case basis what action will be taken when an employee tests positive for drugs and alcohol. The employee may be required

to undergo approved rehabilitation, including a residence rehabilitation program, or may be subject to disciplinary action up to and including discharge for the first offense. An employee testing positive also may be subject to further drug and/or alcohol screening tests as requested by LMG.

10.02 Employees who are required to submit to testing shall be placed on unpaid leave of absence pending the outcome of the analysis. If the analysis is negative, the employee will be paid for his/her leave time and no record of the leave will be kept. If the analysis is positive, rehabilitative and/or disciplinary action will be initiated in accordance with this Policy.

10.03 Employees testing positive will be considered to be on disciplinary suspension without pay until a determination is made by LMG as to the status of the employee. The Group will make every reasonable effort to make a determination within seven (7) business days. If rehabilitation is determined to be appropriate, the employee will be considered to be on medical leave while enrolled in a LMG-approved rehabilitation program. Failure to participate in or successfully complete the program may result in disciplinary action up to and including discretionary termination.

11.0 RETURNING THE EMPLOYEE TO WORK

11.01 For employees who test positive for drug and/or alcohol tests or those who refuse testing, the following criteria must be met:

Complete an assessment in the rehabilitation program and follow any treatment recommendations based on the assessment.

Authorize the approved rehabilitation program to communicate to the office manager or member of Human Resources whether or not the employee is meeting the requirements set forth by the program.

Authorize Human Resources to communicate with rehabilitation program the results of any drug/alcohol tests as required in the treatment recommendations.

Hold a return to work conference with Human Resources and Immediate Supervisor who will develop working agreements.

11.02 Failure to participate in or successfully complete a recommended rehabilitation program may result in disciplinary action up to and including discharge.

12.0 INVESTIGATION AND SEARCHES

Investigations and searches shall be in accordance with LMG's Search Policy.

13.0 CONFIDENTIALITY

13.01 The results of drug and alcohol screenings will not be released to anyone outside LMG, or to anyone within LMG who does not have a need to know the information in the regular course of business.

-
- 13.02** An employee who releases information on drug and alcohol screening to anyone who does not have the need to know such information may be terminated for releasing confidential information.
- 13.03** Records of results of drug and alcohol screens will be maintained by LMG at their central administrative office in a separate file and shall not become part of the applicant's application for employment or the Employee's Personnel Record, unless discipline is involved. In that case, results of drug and alcohol screens may be attached to the disciplinary form which becomes part of the Employee's Personnel Record.



**BLOOD ALCOHOL AND URINE TOXICOLOGY
EMPLOYEE CONSENT FORM AND
RELEASE OF MEDICAL INFORMATION**

I, _____, understand that my employer, Loudoun Medical Group (LMG), has requested a blood alcohol and urine toxicology testing. I have been advised of the consequences of a positive test result and my refusal to consent to testing.

I hereby consent to provide a urine and blood sample for drug and alcohol testing and hereby authorize the release of the results of such tests to LMG for decision relating to my employment, disciplinary action, continued employment and/or rehabilitation programs. I also hereby release LMG from all liability arising from the release or use of this information.

I have taken or am taking the following drugs, prescription medications, or non-prescription medications within the past 30 days:

Name of Drug	Prescribing Physician	Dosage	Date/Time Last Taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature Date

Printed Name Social Security #

PLEASE READ AND SIGN **AFTER THE SAMPLE IS PACKAGED ACCORDING TO THE CHAIN OF CUSTODY PROCEDURE:**

I acknowledge that the urine and blood samples I have provided are my own. Further, I attest that code # _____ was written on the sample container's label. I initialed the label. The sample container was sealed with confidentiality tape. I initialed the tape. The sample was placed in a plastic bag with the request form and the bag was sealed with confidentiality tape.

Signature Date

Signature of person handling sample collection Date

Witness Date

