

Standard for the Issuance and Attestation of Sick Leave Certificates

Document Title:	Standard for the Issuance and Attestation of Sick Leave Certificates		
Document Ref. Number:	DoH/HWCS/SD/IASLP/V3	Version:	V3
New / Revised:	Revised		
Publication Date:	Oct 2025		
Effective Date:	Oct 2025		
Document Control:	DoH Strategy Sector		
Applies To:	- All healthcare facilities and professionals licensed by the Department of Health – Abu Dhabi. - All Abu Dhabi employees, whether in government or private entities.		
Owner:	Healthcare Licensing & Medical Education Sector		
Revision Date:	July 2027		
Revision Period:	2 Years		
Contact:	HCWS@doh.gov.ae		

1. Standard Scope

1.1 Purpose

- 1.1.1 This standard establishes the requirements for issuing sick leave reports in alignment with clinical evidence, professional ethics, and according to the latest issued Abu Dhabi Human Resources Law & Regulation, DoH regulations and the UAE federal law.
- 1.1.2 Physicians must comply with local and federal regulations when issuing sick leave by:
 - 1.1.2.1 Ensuring medical necessity,
 - 1.1.2.2 Providing accurate and complete documentation in the electronic medical record (EMR),
 - 1.1.2.3 Maintaining patient confidentiality, and
 - 1.1.2.4 Adhering to legal and ethical standards.

1.1.3 The above requirements are intended to safeguard the integrity and promote trust in the healthcare system and ensure the protection of all concerned parties.

1.2 Scope

- 1.2.1 This standard applies to all healthcare facilities and professionals licensed by the Department of Health (DoH) – Abu Dhabi.
- 1.2.2 This standard is applicable to all employees in Abu Dhabi, whether in government or private entities.¹

2. Definitions and Abbreviations

No.	Term / Abbreviation	Definition
2.1	Department of Health (DoH)	The regulative body of the Healthcare Sector in the Emirate of Abu Dhabi, Established based on law No. (10) of 2018.
2.2	Long-term sick leave	A sick Leave certificate issued by a licensed Physician or Specialist or Fellow Physician or Consultant for a period based on the medical condition, if it is accompanied by a medical report in case of exceeding seven consecutive days per visit.
2.3	Medical Committee	Is the principal committee whose membership consists of experts in various medical fields established by DoH to satisfy the requirements of the Abu Dhabi Law No. 1 of (2006) Concerning Civil Service (HAAD Standard for Medical Committee Terms of Reference).
2.4	Short-term sick leave	A sick Leave certificate which is issued by the general Practitioner and Medical Resident for one to two days for a maximum period of three days per visit is non-extendable.
2.5	System Error	A system error occurs when the server or operating system crashes or malfunctions at a healthcare provider. Examples of system errors include, network failure, or a power failure

3. Standard Requirements and Specifications

All Physicians shall issue sick leave certificates using the DoH e-sick leave system via TAMM platform only. It is necessary to ensure that the patient's data and sick leave data are correct before issuance.

3.1 Issuing short-term sick leave

- 3.1.1 DoH licensed physicians, general practitioners, and resident physicians may issue sick leave certificates for one, two, and a maximum of three consecutive days per instance, based on the patient's medical condition per single visit only. Short-term sick leave certificates must be issued through the DoH electronic sick leave system (via Tamm) with automatic approval,
- 3.1.2 In the event of a system error, sick leave certificates may be issued manually on the clinic's official letterhead. The certificate must include the licensed physician's full name, DoH license number, the patient's full name, date of consultation, period of sick leave (with start and end dates) and the illness or condition requiring leave. A printout of the system error must be attached.
- 3.1.3 Manually issued certificates must be stamped by both the treating physician and healthcare facility. No DoH stamp is required.
- 3.1.4 Where the patient's condition requires an extension beyond the additional three days, the case must be referred to a DoH licensed specialist or consultant physician in the relevant specialty.
- 3.1.5 Telemedicine: Issuance of 1-day sick leave given that it is not an extension of an existing sick leave and is not issued retroactively

3.2 Issuing Long-Term Sick Leave

- 3.2.1 Only DoH licensed Specialists, Fellow Physicians and Consultant Physicians have the authority to grant sick leaves for more than three days based on the patient's medical condition, provided that a medical report must be attached in case of exceeding seven consecutive days per visit².
- 3.2.2 In the event of a system error, long term sick leave certificates may be issued manually on the clinic's official letterhead. The certificate must include the licensed physician's full name, DoH license number, the patient's full name, date of birth, nationality, identity card number, place of work (to ensure its correct registration to the affiliated entity (i.e, government affiliated/semi-government/private) date of consultation, period of sick leave (with start and end dates) and the illness or condition requiring leave. A printout of the system error must be attached.
- 3.2.3 Manually issued certificates must be stamped by the treating physician and healthcare facility. No DoH stamp is required.

3.3 Attestation of Issued Sick Leave Reports by Medical Committee

- 3.3.1 In accordance with the Department of Health Circular No. 47/2024 and Memorandum No. DoH/USO/2024, the Department of Government Enablement has directed all government entities to approve the electronic sick leave certificates issued via the DoH system (TAMM), for Abu Dhabi government employees. This applies whether the duration is one to two days, seven days or less, or more than seven days. These certificates are electronically certified in line with the Department of Health standards and do not require re-submission to the medical committee.
- 3.3.2 Sick leave reports issued by a non-DoH licensed healthcare provider (nationally or internationally based), must meet the following requirements:
 - 3.3.2.1 Be signed and stamped by the treating physician and bear the official stamp of the physician's employing facility.

- 3.3.2.2 Be certified by the United Arab Emirates Embassy/Consulate office in the country from which the sick leave certificate is issued.
- 3.3.2.3 Be submitted to the Medical Committee within fifteen days (15) of the patients' return to Abu Dhabi from travel outside the Emirate.
- 3.3.2.4 Be accompanied by a full medical report including diagnosis, duration of sick leave, supportive diagnostic test results (e.g., laboratory, radiology or other investigations), clinical or surgical intervention and admission/discharge details, follow-up care or treatment plan and the patient's health condition as assessed by the treating physician.

4.Key stakeholder Roles and Responsibilities

4.1 DoH:

- 4.1.1 DoH mandates the requirements for issuing sick leave certificates and for reporting issued certificates using the electronic system. In doing so, DoH is responsible for:
 - 4.1.1.1 Defining the duties of healthcare professionals in issuing sick leaves and specifying reporting requirements to DoH.
 - 4.1.1.2 Establishing and maintaining the DoH electronic sick leave reporting and attestation system.
 - 4.1.1.3 Publishing and periodically updating the Standard for Issuance and Attestation of Sick Leave Reports.
 - 4.1.1.4 Appointing members of the Medical Committee, defining its Terms of Reference and supporting its functions.
 - 4.1.1.5 Conducting audits and inspections of DoH licensed healthcare providers to ensure compliance with the requirements of this Standard and other applicable DoH regulations.

4.2 Healthcare Providers: in alignment with the standard requirements;

- 4.2.1 All Healthcare providers, including facilities and professionals, issuing sick leave reports must be licensed by the DoH.
- 4.2.2 Shall ensure that the certificates are not issued for a condition or illness falling outside the physician's specialty, scope of practice, or privileges granted by the employing facility.
- 4.2.3 Shall ensure that the certificates are not retrospectively issued or backdated, i.e., before the date of actual consultation.

5.Monitoring and Evaluation

Healthcare Providers shall comply with all regulatory requirements and shall be monitored by DoH

6.Enforcement and Sanctions

DoH may impose sanctions in relation to any breach of requirements under this standard in accordance with the disciplinary regulation of the Healthcare sector

7.Exempted from Scope

N/A

8. Relevant Reference Documents

No.	Reference Date	Reference Name	Relation Explanation / Coding / Publication Links
1	2022	DoH Circular No. 2022/104	https://www.doh.gov.ae/en/resources/Circulars
2	2024	DoH Circular No. 2024/71	https://www.doh.gov.ae/en/resources/Circulars
3	2022	DoH Circular No. 2022/112	https://www.doh.gov.ae/en/resources/Circulars
4	2024	Memorandum No. DoH/USO/2024	https://www.doh.gov.ae/en/resources/Circulars
5	2024	DoH Circular No. 47/2024	https://www.doh.gov.ae/en/resources/Circulars