



## Returning to Work (RTW)

Once you have been released by your treating physician to RTW, you will need to FAX your **ESF** from to the **ESC** (847 700-9533). Your treating physician should be specific with your RTW date. Follow up with the Employee Service Center (**ESC**) with a phone call to ensure that it was received. Generally, it takes 2-3 business days to process a RTW ESF (you should not expect to be released one day, and then RTW the next day). A RTW ESF must be reviewed by **OPCMD** to determine if you need to attend any additional physical examinations by company medical (Concentra or U.S. Healthworks).

Once received by the **ESC** and approved, you should be contacted by the Flight Attendant Support Team (**FAST**) and they will initiate the return to work process including fingerprinting, Criminal History Report Check (CHRC), schedule and necessary trainings.

You should also be prepared to accomplish the following before returning to work:

- Update passport/visas prior to return to work
- Update Flight Attendant Operations Manual (FAOM)
- Comply with any necessary training requirements
- Verify that your contact information is current
- Ensure that you RTW with a complete Uniform
- Contact Advanced Schedule Planning to build a line of flying if returning mid-month
- Bid for a LOF for the following month, providing you meet the necessary criteria