

GUIDELINES FOR PROCEDURES AFTER SECTION 12 EXAM (IME)

- < If the Sec 12 doctor writes that you may return to work (RTW), call the Administrative Supervisor at your domicile to determine your status.
 - § If the supervisor has taken you off sick leave, ask if you are being required to RTW. If you are not required to RTW, ask what is specifically required of you to remain on sick leave or medical leave of absence (MLOA). Ask the supervisor to send a written request for these documents. If you do not receive the written request, send any detailed medical documents to company medical that support your need to remain on medical status with a cover letter that states the supervisor refused to send written instructions. You should not be switched from occupational medical LOA to a non-occupational medical LOA.
 - § If you are required to RTW, and you & your doctor feel you are not ready, make an appointment to see a doctor at Company Medical. A nurse practitioner will not have the authority to make the decision as to whether you must RTW. Bring medical documents that support your doctor=s instructions if s/he does not think you are ready to return to work.
- < Ask the company Doctor to make a decision as to whether s/he will release you to RTW. Insist that the doctor make a decision. If the doctor will not, ask the reason why. Supply any medical documents that are requested. If the doctor still will not make a decision, call every week until the doctor makes a decision.
- < Call the Admin supervisor to again determine your status. If more documents are requested, supply them. If the Admin supervisor states you have been released to RTW, begin the medical arbitration process by calling Company Medical & asking the company doctor who examined you, to review the decision. Go to your doctor for her/him to write a report supporting your need to remain on sick leave or MLOA.
- < Call your local AFA Grievance Committee & Occupational Benefits Committee for guidance on the medical arbitration process. There is a checklist for you to follow.
- < **DO NOT ASSUME YOU ARE ON SICK LEAVE OR MEDICAL LEAVE OF ABSENCE IF YOU HAVE NOT HEARD FROM UAL ABOUT YOUR STATUS! YOU MAY BE CHARGED WITH JOB ABANDONMENT!**