

# Return to Work

## Craft Professional Employee Instructions

To assist employees returning to work after being off work four consecutive days or more due to a personal medical event, illness, procedure or injury



To assist with expediting a person's return to work, employees who have been off work due to a Medical Leave of Absence (MLOA) must submit a fully complete Return-to-Work Medical Status Form 1600 to be reviewed by Health & Medical Services (HMS) **as soon as your treating healthcare provider clears you to your return to work (with or without restrictions)**.

Employees who have been off work greater than 30 days or due to one of the reasons listed below typically require submission of medical records and information for review by Health & Medical Services Clinical Services in addition to a fully completed Form 1600.

- Seizure, Stroke/Transient Ischemic Attack (TIA), loss of consciousness episode(s) or other neurological conditions
- Progressive neurologic conditions, including Parkinsons, Multiple Sclerosis, or Dementia/Alzheimers
- Conditions affecting the heart, heart surgery or procedure, or no heart rhythm problems
- Conditions affecting eyes or vision, eye surgery, or LASIK (does not include use of glasses or contacts)
- Conditions affecting hearing
- Diabetes treated with insulin
- Sleep Apnea, Hypersomnia (excessive daytime sleepiness), Narcolepsy, or other sleep disorders
- Mental health condition(s) requiring hospitalization, any substance abuse disorder(s), suicidal or homicidal ideation, or Psychosis
- Any hospitalization for 1 or more days, or surgery requiring more than local anesthesia
- Any other conditions that could adversely impact your ability to safely perform your job duties

Employees should ask their treating health care provider whether the medical condition or event which is the basis for their medical leave could adversely affect their ability to work safely in their position. Examples of medical conditions or events that may adversely affect an employee's ability to work safely in the employee's position, include but are not limited to the reasons listed above and require a fitness-for-duty review.

If you have questions or would like additional information while you are off work due to your medical leave of absence to determine if your medical condition or event will require submission of additional medical records and information, please call HMS at (402) 544-7011.

### To initiate the return-to-work clearance process, follow these instructions:

- Take a copy of the Return-to-Work Medical Status Form (Form 1600) with you to your treating healthcare provider medical appointment.
- **As soon as your treating healthcare provider clears you to return to work** you will need to complete the employee information on the Return-to-Work Medical Status Form (Form 1600).
- Your treating healthcare provider will need to complete the rest of the Return-to-Work Medical Status Form.
- After receiving and reviewing a fully completed Return-to-Work Medical Status Form from either you or your treating healthcare provider, HMS Clinical Services will contact you to advise if you have been cleared to return to work.
- An anticipated full duty release date must be included for situations involving temporary productive work or restricted work.

- **If you have been off work greater than 30 days due to a personal medical condition or off work due to one or more personal medical conditions/reasons listed above, you could be required to provide the following records to ensure you are fit-for-duty prior to being cleared to return to work by Health & Medical Services:**
  - Most recent office notes from treating providers related to your leave (not “after visit summaries”)
  - Hospital discharge summary or emergency room history and physical, if applicable
  - Urgent care records
  - Diagnostic test results
  - Physical therapy (PT) discharge note or most recent PT note
  - Clinically relevant lab work results
  - Operative report, if applicable
- To assist with your return, you can begin gathering medical documents relevant to their medical leave, should you be requested to provide additional information to support your return to work.

Once the Return-to-Work Medical Status Form is complete, it should be submitted via email to [medicalrtw@up.com](mailto:medicalrtw@up.com) or fax to (402) 233-2081 to maintain confidentiality. HMS Clinical Services will contact you after receipt and review of your submitted Return-to-Work Medical Status Form 1600 to advise of next steps. Should you have any questions regarding the return-to-work process or information needed to support your timely return-to-work, please contact (402) 544-7011.

- Employees are financially responsible for any costs associated with obtaining requested medical records, information, or completion of forms.
- The Return-to-Work Medical Status Form 1600 is included in the initial MLOA request letter and also available via:
  - UPRR employee site: select the tab that says ‘Employee’, scroll down and select ‘Workforce Resources’ then select ‘Health and Medical Services’ and then click on ‘Return to Work Medical Status Form.’

## **Additional Disclosures**

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.