



Employee Checklist for Return-to-Work from Medical Absence

- Notify your supervisor of your medical leave of absence.**
- Start your benefits.** If you are eligible for benefits, submit the Railroad Retirement Board (RRB) Sickness Benefit forms to the RRB and/or claim forms to your disability insurance carrier.
 - You must file RRB Form SI-1ab, Application for Sickness Benefits, *within ten (10) days from the first day you want to claim benefits*. Applications can be obtained from your local RRB field office (877-772-5772), RRB's web site at www.rrb.gov, or your labor organization.
 - If you are covered by a supplemental disability or sickness plan, you may have a Summary Plan Description booklet. It will contain the information you need to file a claim. Assistance is available through the insurance carrier or your labor organization.
 - Please ask both RRB and your insurance carrier for the end date of your coverage. Keep track of this date throughout your medical absence. *Knowing the end date of your coverage can help prevent lapses of coverage*. This is especially important during the time period after your doctor has cleared you to work and before you have been medically qualified to work by the Norfolk Southern Health Services.
- Access Health Services Resources described below** and other helpful information on the ERC (Go to the ERC, click on **Employee Self-Service**. Then, click on **Medical Information** on the left side of the page), and at www.nscorp.com/medical.
- Know your responsibilities** related to your medical condition, medication and safe return-to-work described in the **Medical Condition and Medication Guidance, RX Med Form and Return-to-Work Information Sheet**
- Contact Health Services promptly if a return-to-work evaluation is required.** Upon your health care provider's ("doctor") release for you to work, a return-to-work evaluation by Health Services is required if one or more of the following applies:
 - Your doctor has released you to work with work restrictions and/or accommodations.
 - You are a nonagreement employee and have been off medically for 15 days or longer.
 - You are a designated safety-related employee*, yardmaster, crew hauler, or NS police officer and:
 - have been off work medically for 15 days or longer; and/or
 - have had a "reportable" medical condition or event as described in the **Medical Condition and Medication Guidance**; and/or
 - cannot follow medication guidelines described in the **RX Med Form**.

* **A safety-related employee** is any agreement or non-agreement employee who: (1) is covered under the hours of service laws; or (2) inspects, installs, constructs, repairs, or maintains track, roadbed, bridges and signal and communication systems; or (3) inspects, repairs, or maintains locomotives, passenger cars or freight cars, or other on-track equipment when such equipment is in service that constitutes a train movement; or (4) determines that an on-track roadway maintenance machine or hi-rail vehicle can be used without repair of a non-complying condition; or (5) directly instructs, mentors, inspects, or tests, as a primary duty, any person while that other person is engaged in a safety-related task; or (6) is responsible for conducting periodic tests and inspections of safety-related employees.

Here are some steps you can take to help expedite the return-to-work evaluation process.

☐ Be proactive and get started early!

- Find your Health Services case coordinator's contact information in the **Medical Condition and Medication Guidance**, or **Return-to-Work Information Sheet**.
- Contact your case coordinator as soon as possible after you have marked off from work. Your case coordinator will let you know what medical information is needed, and then guide you through the return-to-work process.
- You can expedite the process by faxing or emailing a copy of any requested medical records and information directly to your case coordinator as soon as you know your targeted return-to-work date, or even earlier. Ask your case coordinator.
- When sending records, *provide us with your full name, your employee ID number, and your correct phone number and email address.*
- To minimize mistakes, use the Health Services **Fax Cover Sheet** when sending records if at all possible.

☐ At your doctor's office:

- Ask your doctor for your targeted return-to-work date.
- Provide your doctor with a copy of any letter you receive from us requesting medical records or information.
- Ask your doctor's staff about the medical records release process and complete all the necessary steps.
- If you choose to have your records released directly to us, ensure that your doctor provides only the requested information pertaining to your relevant condition(s).

☐ After your doctor has released you to work:

- We will complete your RRB Sickness Benefit forms and insurance claim forms while we determine your fitness-for-service. *Please fax these forms to your case coordinator, who will help with their completion.*
- To ensure your continued disability certification, please quickly provide the required medical documentation to Health Services.

When you are medically cleared by Health Services, you will be contacted by your department with the next steps to return to work.

Finally, communicate with us throughout your return-to-work process. By working together, we can make sure you get back to work as quickly as possible!