



BUILDING AMERICA®

Medical Leave of Absence Return-to-Work Instructions

To assist employees returning to work in a safety sensitive position after being off work four or more consecutive days due to a personal medical condition, event, illness, procedure, or injury.

Overview

Union Pacific's Health and Medical Services (HMS) team is available to support you as you prepare to return to work in a safety sensitive position from your Medical Leave of Absence (MLOA). This guide provides the information and resources you need to initiate your return-to-work review and help avoid delays in the return-to-work review process.

Employees returning to work in a safety sensitive position from an MLOA must receive medical clearance from HMS **prior to returning to work**. You will not be able to return to duty until clearance is confirmed.

Requirements for Situations Involving Leaves Less than 30 Days and not a Serious Health Condition or Event

Employees who have been off work for less than 30 days due to an MLOA and who do not have a serious health condition or event must submit a fully completed **Return-to-Work Medical Status Form (Form 1600)** as soon as their treating healthcare provider clears them to return to work, with or without restrictions.

- A Return-to-Work Medical Status Form (Form 1600) can be accessed anytime in an employee's eHealthSafe portal via "Messages/Attachments" after entering a request for MLOA in eHealthSafe; via up.com within Health and Medical Services; and via US Mail and e-mail sent after an initial MLOA request.

Note: An incomplete Return-to-Work Medical Status Form (Form 1600) may delay an employee's return-to-work clearance.

Requirements for Situations Involving Leaves Greater than 30 Days or a Serious Health Condition or Event

Employees who have been off work for more than 30 days, or absent due to a serious health condition or event, will generally be required to **submit condition-specific return-to-work medical forms** provided by HMS and/or **medical records** (see *guidance on medical documentation section*) in lieu of the Return-to-Work Medical Status Form (Form 1600).

- To avoid delays in return to work, employees off work greater than 30 days or due to a serious health condition or event **must contact HMS no later than 30 days (when possible) prior to their anticipated return to work at (402) 544-7011** to review specific medical documentation needed to evaluate their review for return to work.

Examples of Serious Health Conditions or Events, include but are not limited to:

- Cardiovascular Conditions
- Seizure or Loss of Consciousness
- Significant Vision or Hearing Change
- Diabetes Treated with Insulin
- Severe Sleep Apnea
- Serious Mental Health Conditions

Additional information regarding serious health conditions or events can be found via **MyUP portal within HMS**.

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

- Take a copy of the Return-to-Work Medical Status Form (Form 1600), condition-specific return-to-work form, and/or request for medical records letter you receive from HMS with you to your treating healthcare provider medical appointment.
- Fully review the information requested, your job duties, including the physical and mental job requirements, and safety sensitive nature of your work with your provider.
- Review and discuss whether the medical condition or event which is the basis for your medical leave and any associated prescription medications could adversely affect your ability to work safely in your position.
- As soon as your treating healthcare provider clears you to return to work (with or without restrictions)** and completes the applicable forms and/or provides the requested medical records, email the medical documentation to medicalrtw@up.com or fax to HMS at **(402) 233-2081** to maintain confidentiality.
- After receiving and reviewing the medical documentation provided by you or your treating healthcare provider, HMS will contact you to advise of next steps.

Guidance for Medical Documentation that May be Requested for Your Return-to-Work Review

Employees who have been off work for more than 30 days, or absent due to a serious health condition or event, will generally be required to **submit condition-specific return-to-work medical forms** provided by HMS and/or **medical records** in lieu of the Return-to-Work Medical Status Form (Form 1600). Depending on your medical situation, requests for information and/or evaluations may vary. The information outlined below is not intended to be an all-inclusive list.

Questions regarding information that may be needed? HMS is here to help. Employees should **contact HMS at (402) 544-7011** to review specific medical documentation needed to evaluate your review for return-to-work to ensure HMS receives the documentation needed for your return-to-work clearance review.

Medical Condition Type	Medical Documentation for Return-to-Work Review
Cardiovascular (Heart)	<input type="checkbox"/> Cardiovascular Evaluation for Return-to-Work Form
Mental Health	<input type="checkbox"/> Mental Health Evaluation for Return-to-Work Form
Diabetes	<input type="checkbox"/> Diabetes Evaluation for Return-to-Work Form
Orthopedic	<input type="checkbox"/> Orthopedic Evaluation for Return-to-Work Form
Vision	<input type="checkbox"/> Vision Evaluation for Return-to-Work Form
Neurological Conditions e.g. Seizure Disorder or Epilepsy, Stroke or Transient Ischemic Attack (TIA), Traumatic Brain Injury, Loss of Consciousness (Syncope), etc.	<input type="checkbox"/> Emergency department records <input type="checkbox"/> Hospital admission and discharge summaries <input type="checkbox"/> Diagnostic test results (e.g. CT scan, MRI, EEG, cognitive evaluation, etc.) <input type="checkbox"/> Office visit notes from your treating provider(s) <input type="checkbox"/> Physical therapy discharge summary <input type="checkbox"/> Return to work release from all treating providers <input type="checkbox"/> List of any limitations/restrictions and their duration
All other conditions & leaves 30 days or less	<input type="checkbox"/> Return-to-Work Medical Status Form (Form 1600)

Note: Employees are financially responsible for any costs associated with obtaining requested medical records, information, or completion of forms.

Temporary Productive Work or Restricted Activity

Temporary productive work (TPW) or restricted activity (RA) programs may be available to craft professional employees who are temporarily unable to perform their normal duties due to a medical event or injury. These programs are offered at the railroad's discretion and participation is voluntary on the part of the employee.

Timelines for participation can vary and an **anticipated full duty release date** must be included for situations involving temporary productive work or restricted activity.

If you are interested in TPW or RA contact HMS at **(402) 544-7011** to discuss.

Additional Information and Resources

- Visit **Health & Medical Services** via **MyUP** portal.
- Union Pacific offers **24/7 cost-free, confidential, professional Employee Assistance Program (EAP) services** to its employees and their immediate family members. The EAP offers a range of services, including mental health counseling, non-work related legal and financial consultations, work-life integration, and wellness resources, all designed to help you navigate and enhance your overall quality of life. Questions? Confidentially contact **(800) 779-1212** or visit mypaseap.com and enter **UPRR** as the organization code.

Reasonable Accommodation

Employees with a disability may be entitled to a reasonable accommodation that would allow them to perform the essential functions of their job. If you believe you are entitled to a reasonable accommodation or have questions regarding the reasonable accommodation process, please contact HMS at **(402) 544-7011** to discuss.

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.