



# BENEFITS

Employee Benefits Office

January 29, 2014

## Medical Leave of Absence Filing Procedures

Effective February 10, 2014, the Medical Leave of Absence (MLA) process at your location will change based on 2011 National Negotiations. The new procedures integrate the disability claims process, managed by UniCare, with the MLA process administered at the plant.

### New Procedure

The medical information supplied by your treating physician for purposes of disability claim certification, will be used to certify your MLA. You do not need to provide medical information to your medical department unless you meet one of the exceptions below. However, you do need to provide medical clearance to return to work.

**Exceptions:** You will continue to supply satisfactory proof of your need for a MLA to your medical department in the following situations:

- You are receiving workers' compensation benefits;
- Do not yet have disability benefit coverage, but have seniority rights to a MLA under Article VIII, Section 30 of Volume I; or
- Have exhausted your disability benefit entitlement, but continue to have seniority rights under Article VIII, Section 30, of Volume I.

**Important!** Failure to follow this process could impact your employment status.

### Requirements for a Medical Leave of Absence

- A MLA is required if you are absent three (3) or more days, due to a medical condition.
- Your MLA must be reported within five (5) days of your last date of work.
- Medical evidence to support your MLA is due within 14 days of your last date of work.
- You must be under the care of a licensed doctor of medicine (MD) or osteopathy (DO). See page 2 for more details.

### Contacts for Assistance

Contact UniCare at 1-877-HRLY-MLA (1-877-475-9652), or your Union Benefit Representative, if you have questions about the process.



Procedures applicable to the following plant: Chicago Assembly Plant

## Medical Leave of Absence (MLA) Reporting Procedures

To initiate a MLA, you must follow the steps explained below.

Step	Action Required	When?	What Happens Next?
<p><b>1.</b> <b>Report your MLA</b></p>	<p><b>Call: 1-877-HRLY MLA</b> (1-877-475-9652)</p> <p>If you indicate your condition may be work-related, you will be instructed to contact your work location and must follow additional requirements.</p>	<p>You must request a MLA <b>within five (5) days of your last date of work</b></p>	<p>Upon receipt of your call:</p> <ol style="list-style-type: none"> <li>1. Your work location will be notified of your request for a <b>conditional MLA</b></li> <li>2. You will be mailed a MLA package by UniCare</li> </ol>
<p><b>2.</b> <b>Required Medical Evidence and Notice of Claim</b></p>	<p>You must be under a physician's care.* Your treating physician(s) must supply UniCare with the medical details required to support your disability claim and MLA.</p> <p>Your physician may:</p> <ol style="list-style-type: none"> <li>1. Call UniCare at 1-800-572-1581 <b>OR</b></li> <li>2. Complete and return to UniCare, the "Disability Claim Certification Form" included in your MLA package</li> </ol> <p>You must return your signed notice of claim to UniCare</p> <p><small>* If your absence is due to mental health issues, a psychologist or physician may provide certification of a MLA for up to 30 days for new claims and a maximum of 14 days for reopened claims. After that time, you must treat with a psychiatrist.</small></p>	<p><u>Newly Initiated MLA:</u></p> <p>Medical information and your signed notice of claim are due <b>within 14 days</b> of your last date of work</p> <p><u>Ongoing MLA:</u></p> <p><b>Updated medical is due on the MLA expiration date.</b></p>	<p>Upon receipt of medical information from your treating physician, UniCare will:</p> <ol style="list-style-type: none"> <li>1. Review the medical information supplied to ensure it satisfies the requirements of disability benefit plan. If your claim is authorized, your MLA will also be approved.</li> <li>2. If satisfactory medical evidence is not supplied by your physician within the identified time frame, your claim will not be authorized and your MLA will not be approved. If this occurs, you may be subject to the 10-day quit process per Article VIII, Section 5(4).</li> </ol>

### Return to work:

Medical clearance from your physician must be presented to your medical department at the time you return to work. The medical clearance must include the date you are able to return to work, the medical reason for your absence, and any restrictions required. Clearance to return to work, does not guarantee your MLA will be approved. Approval of your MLA is handled separately by UniCare.

### Employees with seniority rights and no disability benefit coverage:

Your physician must complete an 'Attending Physician Report' (Form 5166) and submit to your assigned medical department. The Form 5166 is due **within 14 days** of your last date of work. For MLA extensions, the Form 5166 is due **on the** MLA expiration date. If you do not provide the required medical justification to your work location within the time frame indicated, or if it is insufficient, you will be subject to the 10-day quit process per Article VIII, Section 5(4).

**NOTE:** If you have recently moved and have not updated your address, please follow your local process to submit an address change.