



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