

RETURN TO WORK & LIGHT DUTY GUIDELINES

NOTE: Completion of the Return to Work Form is only required if the employee is being released to work with restrictions or light duty requirements.

1. Only an official FMC Airport Services form will be accepted in restricted or light duty work situations.
2. Company policy requires that an employee be seen by the 3rd day of absence. **Retroactive coverage over 3 days cannot be accepted.**
3. Modified Duty Date - Please insure that any limitations to days or hours per week that can be worked are indicated.
4. Regular Duty Date - If the "Return to Regular Duty" date is unknown please indicate the date of the employee's next medical check up. **Follow up appointments to review light duty restrictions should not exceed one month from the "Return to Modified Duty" date.**
5. Work Restrictions - Where applicable, please provide the percentage of time that the employee can participate in each restricted activity, and notate whether the restriction is Temporary or Permanent. Lifting restrictions need to be indicated in pounds.
6. Medications - All medications must be shown. **Indicate whether they may cause drowsiness.**
7. Follow-up Appointments - If no follow-up is necessary, please indicate a "Released From Physician's Care" date.

If you have any questions or concerns on these guidelines, please contact the company Human Resource department at 281-553-6330. Thank you for your cooperation.

Note to Employees: It is your responsibility to insure that the Return to Work Form is completed in its entirety. Please review the form prior to returning it to your manager to insure that all of the necessary information is provided. Missing information may cause unnecessary follow up visits to the doctor to obtain additional information.