



Returning to Work (RTW)

Once you have been released by your treating physician to RTW, you will need to FAX your **ESF** from to the **ESC** (847 700-9533). Your treating physician should be specific with your RTW date. Follow up with the Employee Service Center (**ESC**) with a phone call to ensure that it was received. Generally, it takes 2-3 business days to process a RTW ESF (you should not expect to be released one day, and then RTW the next day). A RTW ESF must be reviewed by **OPCMD** to determine if you need to attend any additional physical examinations by company medical (Concentra or U.S. Healthworks).

Once received by the **ESC** and approved, you should be contacted by the Flight Attendant Support Team (**FAST**) and they will initiate the return to work process including fingerprinting, Criminal History Report Check (CHRC), schedule and necessary trainings.

- Comply with any necessary training requirements
- The company requires that your FAOM and LINK are updated and in compliance
- Verify that your contact information is current
- Ensure that you RTW with a complete Uniform
- Contact Advanced Schedule Planning to build a line of flying if returning mid-month
- Bid for a LOF for the following month, providing you meet the necessary criteria