



Occupational Benefits in Illinois Checklist

- ✓ Company policy requires you report your injury/illness within 24 hours after arrival from your ID. Call the Sedgwick reporting hotline at 1-844-717-2579. Make sure you provide phone contact, and personal email address when reporting.
- ✓ Start and maintain a log of all phone calls & retain all documents, medical bills & correspondence concerning your injury.
- ✓ Your Administrative Supervisor may contact you requesting that you provide written reports regarding the incident resulting in the illness/injury. Provide reports as necessary, including names of witnesses, etc. The (ESC) should be notified by the supervisor.
- ✓ A Notification of Occupational Injury/Illness Form (OII) or report should be generated, and sent to your personal email address. Obtain from the MEC website copies of the Employee Status Form (ESF) & the Flight Attendant Job Description to take to your treating physician at each visit.
- ✓ Download the Occupational Benefits Committee Information Packet from the MEC website at www.unitedafa.org under Pay and Benefits, and then Occupational. If you have additional questions, contact our Local Council Office for assistance.
- ✓ Get medical treatment of your choice. Have the treating physician complete the ESF form and FAX it to the Employee Service Center (ESC). (FAX number located in the Occupational Packet from UAL on Flying Together). If UAL asks for a Section 12 Exam (formerly called IME) you must comply. If Section 12 doctor returns you to work (RTW), go to company medical to determine status. If there is any disagreement on your ability to return to work, immediately contact your Local Council to consider the need for medical arbitration as provided under the terms of our Contract.
- ✓ When your claim is accepted, you will receive TTD directly from Sedgwick. You may supplement your income by using personal sick leave subject to the provisions outlined in Section 13.D.10.b of the JCBA. If you elect not to use sick leave, you will be placed on a Medical Leave of Absence (LOA).
- ✓ Determine your average weekly wage (AWW) for 12 months prior to injury. Call your Sedgwick claims examiner to determine how they have calculated your AWW. If you suspect there is an error in your AWW, contact Flight Attendant Payroll Care Center. Be sure to provide any updated information and your Workers Compensation (W/C) claim number with all correspondence.
- ✓ Any requests for Special LOA or any ANP (WOP), past or future, should be reviewed for accuracy.

- ✓ Sedgwick will investigate the claim. Cooperate with the investigation. Sign **only** the AFA medical records release form. DO NOT sign and return the Sedgwick Medical Records release form, or any consent forms from **GENEX** under **any** circumstances.
- ✓ Call or email your Sedgwick claims examiner for the final decision on your claim & get your claim number.
- ✓ If there is a delay in accepting the claim, ask Sedgwick what they need to process your claim. Send any documentation requested by Fax, email, or U.S. Mail (Return Receipt Requested).
- ✓ A nurse from **GENEX** may contact you to ask questions about your medical condition and current course of treatment. If you are not comfortable speaking with her/him, you may decline, but your treatment may be delayed. You must allow written medical records to be released, but only those related to your occupational injury. You or your doctors do **not** have to answer written questions. If your claim is denied or delayed, you may file a claim in another jurisdiction; call your local AFA Occupational Benefits Committee for more info.
- ✓ From the Employee Services Section of the company website, check your sick leave balance from the *View Absence Balances tile* prior to your date of injury.
- ✓ Our Contract provides you with the ability to defer your vacation if you are on Occupational Leave of Absence for the greater portion of the vacation. You may then bid/trade for another vacation period. Review the provisions of Section XX – Vacations for the timeline for vacation bidding.
- ✓ Make arrangements to obtain the information in your company mail file.
- ✓ If you are contacted regarding vocational rehabilitation, cooperate if physically able to do so. Speak with AFA or your attorney if you have questions.
- ✓ If you have elected Long Term Disability (LTD) insurance, you will qualify for benefits after 270 days of disability.
- ✓ If you are contacted by Sedgwick for a settlement, you should speak with a W/C lawyer.
- ✓ If you have any problems, or if your claim is denied **call your Local AFA Office or Local Occupational Benefits Committee.**