



January 1, 2009

Medical Leave of Absence Policy and Procedure

Policy

Employees who are unable to work following the 7th consecutive day due to non-work related illness, injury, or disability including pregnancy may be granted a medical leave of absence.

Procedure

Employees and their supervisors will be governed by the following procedure when an employee submits a request for a medical leave of absence.

<u>Responsibility</u>	<u>Action</u>
Employee	The employee submits to their supervisor a <u>Request for Medical Leave of Absence</u> form by the 8 th day of the absence. A copy of the request is forwarded to CN Medical Services for review.
Employee's Supervisor	Supervisor provides the employee a <u>Medical Status Report</u> form.
Employee	The employee has his/her physician complete the <u>Medical Status Report</u> form. The completed form is faxed / sent to CN Medical Services by the employee or the physician.
Employee	The employee must submit an application to the Railroad Retirement Board (RRB) to apply for Railroad Retirement Unemployment Insurance Act (RUIA) benefits.
CN Medical Services	Upon receipt of the <u>Medical Status Report</u> form, CN Medical Services sends an email to the supervisor concerning the employee's medical leave and duration.
Employee's Supervisor	Upon receipt of an email from CN Medical Services so indicating, the Supervisor will complete the <u>Request for Medical Leave of Absence</u> form and give a copy to the employee.

CN forms can be obtained from CN's Intranet or from the employee's supervisor. RRB forms can be obtained from your local RRB office.

(The above forms are also available on your General Committee Web Site on the "NEW ITEMS" button.)

Medical Leave of Absence

The employee must file the Medical Status Report form with CN Medical Services within 7 days after becoming disabled. A medical leave must be certified by a physician's or licensed health care professional's statement identifying the nature of the disability and stating or estimating the date when the employee will be able to return to work. If the employee cannot return on that date, another Medical Status Report form from a physician or licensed health care professional, with a new return date, will be required.

If the authorized leave expires before the employee returns to work, benefits may cease until further information is provided. The employee will not be able to return to work without submitting to the CN Medical Services a Medical Status Report form from a physician or licensed health care professional authorizing the employee's return.

Medical Leave of Absence qualifies as time under the Family and Medical Leave Act.

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