

RETURN TO WORK NOTES

TIME REQUIREMENT FOR SUBMITTING



Return to work notes should be submitted in advance of an Employee reporting to work based on their e-class (refer to the Employee's contract). The table below illustrates the notice requirements for each e-class.

Time Requirement	E-Class
1 week prior to returning to work	24, HX, PE, PN, and SK
2 weeks prior to returning to work	AS, NC, NN, NE, NA, EX, D2, D9, C2, C9, R2, R9, and SA
On or before returning to work	7m, A2, A9, S2, S9, OE, and PS

Generally speaking, all Employees are required to submit a return to work notification one (1) week prior to their scheduled return date unless otherwise noted in their contract or unit policy. Managers/Supervisors are responsible for communicating this request in advanced as part of their unit policy. The RTW note must be forwarded to FMLASource.