

## Employee Checklist for Returning to Work Following a Medical Leave of Absence

Please read the following information carefully.  
The steps below help you return to work with proper pay and benefits.

- At least seven days prior to your return to work, provide the release form named below according to the routing instructions on the bottom of the form:**
  - If your medical condition is covered by Workers Compensation, your health care provider will need to complete the **Physicians Activity Prescription** form
  - If your medical condition is not covered by Workers Compensation, your health care provider will need to complete the **Work Release/Restriction** form
  - If your medical condition is cognitive or psychiatric in nature, your health care provider will need to complete the **Cognitive Behavioral Capacities Evaluation** form
- If your release to return to work includes any work restrictions or accommodations (which may include work schedule changes), PSE will need to evaluate the ability to provide job modifications. You will not be able to return to work until approved to do so. PSE supports reasonable accommodation and will provide assistance to aid your transition back to work.**
- If you have been absent for sixty days or more you must complete either a DOT “Pre-Employment” drug test or a Non-DOT “Re-entry” drug test, depending on your job duties.\* You must complete the test within two (2) business days after receiving notification from Human Resources. You will be called and given a location for your re-entry test, at a PSE-approved collection site. You may not return to work until you have taken and passed the re-entry test. No exceptions will be made. Please note, you should continue to take prescription medications that have been prescribed by your doctor.\* For more information consult the Company's Substance Abuse Plan For DOT Covered Employees (DOT Substance Abuse Plan) and CPM-04 Appendix A)**
- Notify your supervisor and follow the return to work procedures of your workgroup.**
- Contact MetLife at 1-877-8OFFWORK (1-877-863-3967) or on the web at [www.mybenefits.metlife.com](http://www.mybenefits.metlife.com) the day you return to work and if taking additional time off work after your return.**
- If you elected to drop benefit coverage during the unpaid portion of a Family & Medical Leave or a Workers Compensation leave, call the PSE Benefits Center to re-enroll. If you do not re-enroll, default benefits will be assigned and cannot be changed until the next annual open enrollment period. Default benefits are: “Employee only” coverage in Regence PPO, basic dental, basic life, and basic long term disability.**

**IMPORTANT NOTES ABOUT YOUR PAY:** If you have been absent 60 days or more, your STD or Workers’ Compensation time loss coverage will end on your release to return to work date. These benefits will not cover the time between your release date and PSE’s receipt of your mandatory drug test results. If you have available PTO and wish to use it, notify PSE HR-Leaves. Otherwise, your time will be unpaid.