

Employees who have been off work on a Medical Leave of Absence (MLOA) with one of the medical conditions or events listed below must complete the Medical Status Long Form (Long Form) (page 2) and be reviewed for fitness-for-duty by the Medical and Employee Health Department (MEH) before returning to work.

Employees should ask their medical care provider whether the medical condition or event that the basis for their medical leave was may adversely affect their ability to work safely in their position. Examples of medical conditions or events that may adversely affect an employee's ability to work safely in the employee's position and therefore require a fitness-for-duty review include, but are not limited to:

- Diabetes with insulin injection
- Bone Fracture
- Heart disease or any heart surgery or procedure
- Seizure
- Stroke/TIA (transient ischemic attack)
- Sleep Apnea/sleep disorder
- Any event requiring hospitalization overnight or longer
- Loss of consciousness
- Major Surgery (Major surgery usually involves *more* than a local anesthetic and is performed in a hospital or surgery center; minor surgery is usually done in a provider's office or lab)
- Significant loss or change in hearing or vision
- Medical treatment for condition affecting equilibrium or balance
- Absence greater than 30 calendar days
- Work restrictions prescribed by a physician or other Medical Service Provider (MSP)

If you were not out on a MLOA involving one or more of the conditions or medical events listed above, please complete **ONLY** the Medical Status Short Form (Short Form) (page 4).

If unsure about which form to complete, please call the Off-Duty Fitness for Duty Department at 855-781-3058.

To initiate the fitness-for-duty process, follow these instructions:

- Prior to your last Physician/Treatment Provider's appointment, obtain a Long Form from your supervisor, Field MEH Manager, Director of Administration or designated Leave Administrator. These forms are also available by:
 - BNSF intranet site: select the tab that says 'Safety', scroll down and select 'Medical & Employee Health' and then scroll down to the 'Forms' channel, click on 'Return to Work From Off-Duty Medical Condition or [Medical Status Form on SharePoint](#)
- Complete Section 1 of the Long Form and sign.
- Ensure that the Physician/Treatment Provider completes Section 2 of the Long Form. For Restricted Duty, an anticipated full duty release date must be included.
- **Obtain any medical documents appropriate to your condition, if required.** Providing the following medical documents related to the medical issue or event described above will expedite the review process (the Physician/Treatment Provider should submit only information related to the specific injury or illness that was the basis for medical leave; any redactions to medical documents must be made by the physician/treatment provider, not the employee):
 - **Diagnostic Test Results**
 - **Physical Therapy Discharge Note, or Most Recent PT Note**
 - **Lab Work**
 - **Operative Report, if applicable**
 - **Last 2 Most Recent Office Notes**
 - **Hospital Discharge Summary or Emergency Room history and physical, if applicable**
- **Submit the Long Form:** Fax (or the Physician/Treatment Provider may do so) the completed Medical Status Long Form and any required medical documents directly to the number listed at the top and bottom of the form to maintain medical confidentiality. Please follow the fax with a phone call.

****Employee/patient is financially responsible for any cost associated with obtaining this information.**

INCOMPLETE OR ILLEGIBLE DOCUMENTS WILL CAUSE DELAYS.

The following information applies to this and any subsequent request related to this fitness for duty assessment: "The Genetic Information Non-Discrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information' as defined by GINA, includes any individual's family medical history, the result of an individual's or family member's genetic tests, the fact that an individual or an individual family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assisted reproductive services." Rev. 04/20