

Return to Work Checklist

As of July 2010

✓	Step
	<p>1. You must provide your department with a written release notice or the FML Return To Work Certification from your physician in order to return to work. If you have any work restrictions or limitations please contact Marsha Marion, Disability Management Coordinator at 951-827-4785 prior to returning to work.</p>
	<p>2. Make sure that you re-enroll in any benefits you may have cancelled during your disability within 31 days of your return, or you will have to wait until Open Enrollment to do so. Life Insurance and the Legal plans are not available during Open Enrollment. Life Insurance will need a Evidence of Insurability form (Statement of Health) for re-enrollment, however, approval is determined by the insurance carrier.</p>
	<p>3. You may apply to “buy-back” retirement service credit equal to the length of your leave period. The cost of the buy back during the leave period is approximately 17 ½% of your normal monthly salary.</p>
	<p>4. Make sure you have contacted Transportation and Parking Services and other insurances for which you may have suspended deductions during your disability to re-activate.</p>
	<p>5. Please review your first paycheck from your returned leave carefully to ensure that you have been properly re-enrolled in the benefits that you may have suspended while you were out on disability and that the deductions are correct.</p> <ul style="list-style-type: none"> a. Notify Tina Rodriguez at 951-827-1440 if you have a benefit enrollment issue. b. Notify Sonia Kalagonis at 951-827-1962 if there is a benefit premium issue. c. Notify your Department Benefits Representative if you have a paycheck salary issue.