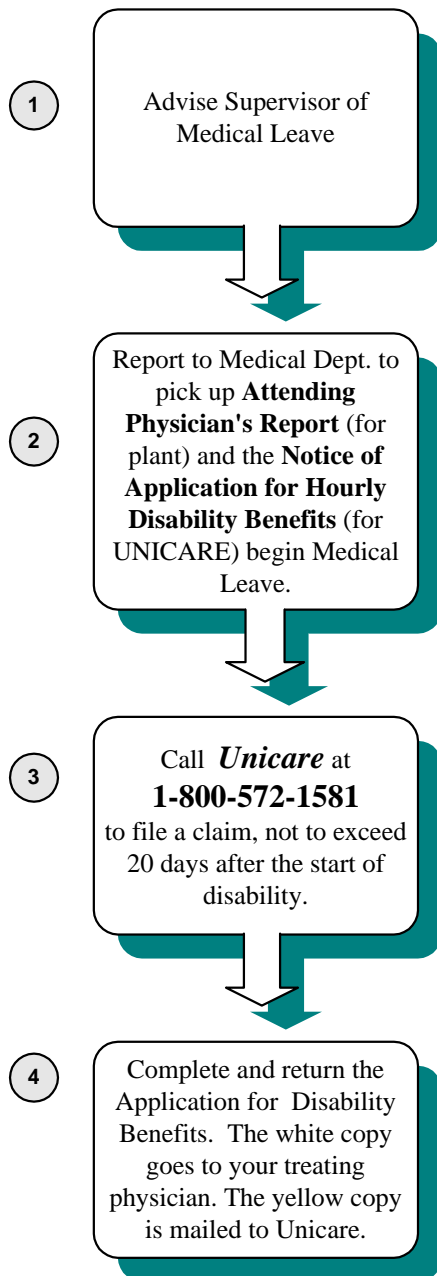
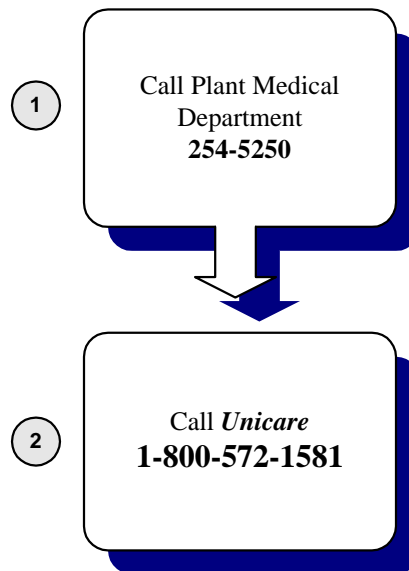


Medical Leave Procedures

To Begin Medical Leave

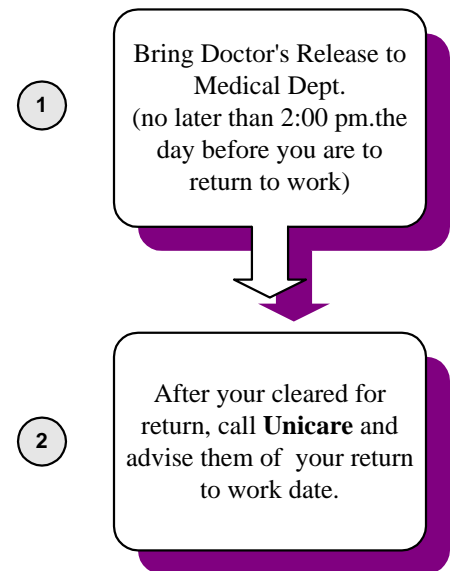


To Extend Medical Leave



Note: AWOL days start the day after your medical leave ends.

Return to Work From Medical



NOTE: On March 15, 2004, a new process was implemented for Unicare. Rather than receiving a Western Union form from Unicare you will now receive a form from plant medical, "**NOTICE OF APPLICATION FOR HOURLY DISABILITY BENEFITS**". This form must be completed and signed. The white copy should be given to your treating physician and the yellow copy mailed to Unicare. (You must call Unicare before you mail the yellow copy) It is imperative that these forms are completed and sent to the appropriate places. Once your physician provides your medical information to Unicare you should receive your first check within 5 days. (Providing you have called and mailed the yellow copy to Unicare.) The key here is that the treating physician provides complete disability information to Unicare before benefits begin.

If you have any questions or need any assistance with any of these procedures, please call the **Medical Department** at 254-5250 or **Fred Dorrell** at 254-5238.