

To: JATC Director and Committee
4371 Parliament Place
Suite A
Lanham, Maryland 20706

Date: ____/____/____

Regarding: Request for Medical Leave of Absence (MLOA)

I, _____ am requesting a Medical Leave of Absence.

This request is for: _____ Absence from work
(select one) _____ Excuse from labs requiring physical activity in school
_____ Absence from work and school

Please indicate one of the following: _____ This is a work-related injury/condition
_____ This is NOT a work-related injury/condition

I am attaching to this form, documentation from a doctor/medical professional supporting my request.

I understand the requirement of, and will comply with the JATC Medical Certificate and Release which states (in part): *"I certify that in the event I should come under a doctor's care for any disease or injury which in any way limits my ability to pursue employment, or receive any doctor's advice concerning any limitation in my employment activities or hours, that I will immediately notify the Joint Apprenticeship and Training Committee, and keep the Committee informed of my progress. I understand that the Committee will use all information submitted to it in supervising my employment referrals."*

I understand that (if approved) this will remain in effect until I present a completed Release To Return To Work From Medical Absences form signed by my doctor/medical professional.

Please contact me by phone at ____ - ____ - ____ or by email at _____

Thank you for your consideration. I will await notice of the decision by the JATC.

_____ Signature

_____ Printed Name

Request for Medical Leave of Absence Checklist

Notify the JATC immediately if a Medical Leave of Absence from school and/or work becomes needed. This should be done in writing.

Include the following:

- _____ Date of Request
- _____ Indication if this is a work-related injury/claim
- _____ Scope of request (work/school labs/both work and school)
- _____ Supporting documents from doctor/medical professional
(including recommendations and limitations)
- _____ Contact information (phone number/email)
- _____ Signature and printed name

The JATC will notify you of the status of your request for a MLOA. Continue to communicate with the JATC if conditions change or the situation improves.

Following your treatment and upon the recommendation of your doctor/medical professional, you must file a Release to Return to Work From Medical Absences form to the JATC. You will not be allowed to resume classes or employment until this is done.

Use the Release to Return to Work From Medical Absences form and include the following:

- _____ Dates of Absences
- _____ Your signature and printed name
- _____ A confirmation from your doctor/medical professional that you can meet the requirements of the Job Description for an Inside Apprentice
- _____ Signature of and Physician Information from your doctor/medical professional

Continue to communicate with the JATC as conditions change or the situation develops.

Release to Return to Work From Medical Absences

Program Name: _____ Inside Wireman Apprenticeship _____ Telecom. Apprenticeship

Apprentice Name: _____

Dates of Absences from Work and/or School _____

I give permission for the physician named on this form to provide information on my medical status to the apprenticeship program named above.

Signature: _____ Date: _____

To the Apprentice:

You have been absent from work and/or classes due to a medical condition. As a condition of future assignments, the Committee needs to make sure that you are able to safely return to the performance of the essential functions of the job of an apprentice electrical worker. Please have your personal physician complete the following form and return it to the JATC Director. If the physician indicates that you can only return with restrictions, you will need to meet with the Director to discuss whether these restrictions will affect your ability to perform the essential functions of the job of an apprentice electrical worker and whether there are accommodations that will allow you to safely perform these essential functions.

To the Physician:

The patient named on this form is an apprentice electrical worker. The Joint Apprenticeship Training Committee (JATC) is entirely responsible for placing apprentices in employment with electrical contractors. The JATC wants to ensure that apprentices who have been out of work for medical reasons can safely perform the essential tasks required of an electrical worker. Electrical work is a demanding occupation that requires good sensory abilities, dexterity, endurance, strength, balance, and agility. If you are not familiar with the Job Duties of an Electrical Worker or the Inside Apprentice Job Description, we ask that you consider the following work description before giving your opinion.

_____ The apprentice named above can return to work and safely perform all the tasks of electrical work.

_____ The apprentice can return to work with the following restrictions:

These restrictions will remain in effect until at least: ____/____/____

Physician Signature: _____ Date: ____/____/____

Printed Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Job Duties of Electrical Workers

The diversity of the electrical trade requires the person in this position to possess a substantial amount of manual dexterity in precision work – using the body and/or tools and/or equipment to work, move, guide, or place objects and materials, with responsibility for the attainment of standards requiring exercise of considerable judgement.

- The person must be able to follow verbal and written directions (including the reading of drawings / blueprints) and must be able to analyze and evaluate data.
- The person must be capable of talking to and signaling people to convey or exchange information in a demanding environment as described below and must be able to read and write.
- The structured program of learning requires the person to attend and fully participate in all scheduled, related classroom training and requires the person to be present for all reasonably scheduled on-the-job training.
- The person must often climb and perform from ladders, scaffolding, and platforms of substantial heights.
- The person frequently must stand, bend, kneel, and otherwise work in tiring and uncomfortable positions.
- The person frequently must lift and carry tools, equipment, and parts that weigh up to 50 pounds over substantial distances often on uneven, rough surfaces.
- The person must work in bad weather conditions on sites which are often noisy, dirty, unheated, uncooled, damp, and where often the only sanitary facilities are portable toilets.
- The person must possess the ability to understand the significance of electricity and his/her role on a dynamic and changing work site and must perform without presenting a safety threat to self, co-workers, and other people.

Inside Apprentice Job Description

The person in this position is charged with learning and performing various aspects of the electrical construction trade through on-the-job training and classroom related theory. The completion of this program of learning should enable the person to perform as a journey-level electrician capable of performing all of the following specific essential functions.

- Integrate commercial, industrial, and residential electrical systems with utility networks.
- Plan and install cable, conduit, fittings, and fasteners for raceways.
- Plan and install temporary power to various crews during the early stages of construction.
- Plan and install distribution systems – including switchgear, transformers, panels, control panels, and auxiliary engines.
- Plan and install conduit systems for power distribution, branch circuits, lighting, communications, and other electrical systems.
- Plan and install wiring for pump motors, air handling systems, compressors, HVAC systems, chillers, generators, appliances, and other machinery.
- Plan and install lighting systems and/or individual fixtures.
- Plan and install control mechanisms for air conditioning pump motors, chillers, fluid bi-valves, heating units, electric monitors, fire alarms, door bells, automatic switches, smoke detectors, door closures, etc.
- Test circuitry for compatibility and integrity.

NOTE: Evolving technology and techniques dictate that additional elements of training will be required.