

**ART. 13 (DENIED LIGHT DUTY)  
GRIEVANCE CHECKLIST**

CITE: Articles 13.1 -13.5, 5, 2 & 19 (EL-307 reasonable accommodations), any relevant LMOU provisions; Especially Items "N", "M" and "O" and CIM.

CORRECTIVE ACTION: Make employee whole in all respects for improperly denying him/her the opportunity to work light duty. "Cease and Desist".

1. Copy of employee's written request for light duty submitted to the installation head
2. Copy of physician's statement of clearance for return to work, restrictions, diagnoses, and prognosis.
3. Copy of employee's release of medical information to union representative.
4. Copy of installation head's written notice of reasons for the inability to reassign employee.
5. Identify all work, by operation, function, and time frame, which was performed during the period in question that met the employee's restrictions (immediately). Be specific- details, details, details.
6. Identify by name, craft, and D/A code employees who performed within this employee's restrictions either improperly or in a non-guaranteed pay status during the period in question. These persons can be light duty persons from other crafts, full duty casuals or MHAs, or any Mail Handlers on overtime.
7. Identify by name, craft, and D/A code comparison employees who were granted light duty within the grievant's restrictions during the period in question or during similar workload periods in the past.
8. Copy of electronic data clock rings or EER, light duty notices, and witness statements regarding these other employees performing work that should have been assigned to the grievant.
9. Copy of LMOU provisions and negotiation notes regarding assignment of light duty.
10. Copy of employee's 3971 and pay stubs for the period denied light duty.
11. Copies of subsequent doctor's bills and documentation developed prior to placing employee back to work so they can be included in the make whole remedy when the employee was required to submit additional documents even though the original was adequate(to include mileage).
12. RFI to management for any and all documentation (notes, memo's, emails, letters etc.) documenting management's search for available light duty work for affected employee (s).
13. Instructed employee to file for unemployment following request.