

Health Care Provider: Please complete this form and return it to the employee.

Employee: Please return the completed form to the NetJets LOA team by email to LOA@netjets.com or by fax to (614) 238-2205. You should also keep a copy for your records. Failure to return this form in a timely manner will delay your return to work and your next scheduled paycheck.

Employee Name (Print) _____

Section 1: Return to work details.

I have reviewed the attached essential job functions, and the above employee can return to work:

Please check one of the boxes below and provide the applicable date(s).

without restrictions on _____. *If there are no work restrictions, please move to Section 3 to complete the form.*

with restrictions from _____ **to** _____. *Please complete Section 2 and Section 3 below.*

Section 2: Work Restrictions Details – Please complete the work capabilities sections below **and** provide details of the restriction's duration.

Please complete the table and answer all questions.

Work Capabilities: Please select the appropriate column for the percent of time or repetitions for capability.

Worker can:	Never	Occasionally 1-33% 4-6 times/hour	Frequently 34-66% 6-12 times/hour	Continuously 67-100% >12 times/hour
Bend				
Twist/Turn				
Reach below knee				
Lift above shoulders				
Push/Pull				
Squat/Kneel				
Stand				
Walk				
Sit				
Other: (please list activity in column)				

Lifting/Pushing Capabilities: Please list weight restrictions in the columns.

	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Lift	lbs.	lbs.	lbs.	lbs.
Carry	lbs.	lbs.	lbs.	lbs.
Push	lbs.	lbs.	lbs.	lbs.
Pull	lbs.	lbs.	lbs.	lbs.

Select any applicable restrictions below:

No use of: Hand(s) Arm(s) Leg(s) Other _____
 Left Right Left Right Left Right

Change position every _____ minutes Avoid driving/operating heavy machinery.

Follow-up appointment scheduled for _____.

Please complete the below details pertaining to the restrictions and duration:

These restrictions are permanent temporary. Duration of temporary: _____.

They are released from their restrictions and no longer on restricted duty as of _____.

Section 3: Health Care Provider and Employee Signature

Health Care Provider _____ (Please Print) Type/Specialty _____

Health Care Provider Signature _____ Date _____

Address _____ Phone _____ Fax _____

Employee Signature _____ Date _____

Physical Duties	Responsibilities	
CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion: <i>Climb or descend steep or narrow passageways such as stairways to aircraft; up and down aircraft stairs.</i>	Frequently (34-66%)
BALANCING	Balancing. Maintaining body equilibrium to prevent falling and walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium	Occasionally (0-33%)
STOOPING	Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles: <i>Ability to inspect interior cabin equipment, inventory aircraft supplies, serve catering and on-board beverages and snacks from galley cabinets and drawers</i>	Frequently (34-66%)
KNEELING	Kneeling. Bending legs at knee to come to a rest on knee or knees: <i>Ability to inspect interior cabin equipment, inventory aircraft supplies, serve catering and on-board beverages and snacks from galley cabinets and drawers. Kneeling in limited space between aircraft seats and aisles.</i>	Frequently (34-66%)
CROUCHING	Crouching. Bending the body downward and forward by bending leg and spine. Accessing emergency and essential inventory or supplies from baggage compartment	Frequently
CRAWLING	Crawling. Moving about on hands and knees or hands and feet: <i>vacuuming aircraft</i>	Frequently (34-66%)
REACHING	Reaching. Extending hand(s) and arm(s) in any direction: <i>Reach and manipulate various controls, push buttons, switches and keyboards; loading carry-on baggage.</i>	Constantly (67-100%)
STANDING	Standing. Particularly for sustained periods of time.	Occasionally
SITTING	Must be able to sit for extended periods of time in a confined space (cockpit).	Constantly
WALKING/RUNNING	Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another: <i>Sometimes may be required to run while carrying or pulling suitcase, kitbags, etc</i>	Frequently (34-66%)
PUSHING	Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. Ability to open and close airplane doors and hatches; must be able to operate and reset emergency exit handles.	Constantly (67-100%)
PULLING	Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion: Ability to open and close airplane doors and hatches; must be able to operate and reset emergency exit handles; Cart a kitbag, weighing approximately forty pounds and suitcase across airport ramps	Constantly (67-100%)
LIFTING	Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles: Must be able to lift up to 50 lbs regularly and up to 70 lbs occasionally. Lifting or moving of heavy objects such as	Frequently (34-66%)

	life rafts or other emergency equipment. Must be able to lift and stow passenger baggage as well as aircraft kitbag. Must be able to lift all manner of aircraft equipment.	
FINGERING	Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling. Must be able to manipulate controls of aircraft	Constantly (67-100%)
GRASPING	Grasping. Applying pressure to an object with the fingers and palm. Must be able to manipulate controls of aircraft.	Constantly (67-100%)
FEELING	Feeling. Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips	Occasionally (0-33%)
TALKING	Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly: Ability to communicate orally with passengers, ATC and NetJets Command Center within a cockpit environment so as to clearly convey procedures, conversation, and radio transmissions. Must be able to provide instructions in a clear, concise and grammatically correct form.	Constantly (67-100%)
HEARING	Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound: Ability to hear instructions and clearances as well as crew responses within a cockpit environment; Must be able to clearly understand cockpit audio communications with and without a headset or from a cockpit speaker	Constantly (67-100%)
OLFACTORY SENSATION	Ability to detect and identify burning substances, kerosene, gasoline, and hydraulic odors as well as peculiar odors not normally found in the airplane cockpit through use of the senses	Constantly (67-100%)
Altitude	Must be able to fly at altitudes up to the maximum certified ceiling of the particular aircraft fleet to which the pilot is assigned for extended periods of time to the maximum duration of the aircraft.	Constantly (67-100%)
Repetitive Motion	Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.	Frequently (34-66%)
Response to Emergency Situations	Must be able to override jammed or manually operative flight controls; operate and reset emergency exit handles; Ability to evacuate the airplane in an emergency from available exits effectively utilizing appropriate emergency equipment such as slides, rafts and other flotation devices; Ability to open window and evacuate cockpit via a rope in an emergency. Must be able to lift, turn and otherwise manipulate objects weighing up to 65 lbs during emergency procedures including emergency exit doors, and life-rafts. Must be able to apply at a minimum the following forces: pitch and roll (arm) control, two hands available 50-75 lbs of force; pitch and roll (arm) control, one hand available 25-50 lbs of force; yaw (leg) control exerting 150 lbs of force.	Occasionally (0-33%)
Equipment Use Duties	Responsibilities	
Tools	engine chip detectors; engine and pilot covers; aircraft controls, aircraft and safety equipment (fire extinguishers, O2 bottles and masks, First Aid equipment, flight kit equipment such as flashlights, AED, PBE, EVAS	Frequently (34-66%)
Vehicles	Aircraft as well as rental cars	Constantly (67-100%)