



Transport Workers Union of America, AFL-CIO
Air Transport Division
Local 555
Southwest Airlines Ramp, Operations, & Provisioning



WORKERS RIGHTS ADVISORY #32

April 15, 2005

TRANSITIONAL DUTY

Transitional Duty is the process used by Southwest Airlines to safely return ill or injured recovering employees back to the workplace. Employees with temporary medical restrictions can return to work and contribute to the Southwest Airlines team. The employee benefits from this program because it allows the employee to continue productive employment, regular pay and complete benefits while completing their recovery process.

Employees win by transitioning slowly back to their regular duties and Southwest Airlines wins because the strength of the Southwest Airlines Team is its' people.

IMPORTANT THINGS TO KNOW

- Transitional Duty is intended for employees who are returning from On the Job Injury Leaves or other Medical Leaves.
- On or before 8 weeks of Transitional Duty the employee must be released to regular duty with no restrictions.
- If the employee refuses or becomes unable to perform Transitional Duty, they will be placed on the appropriate Leave of Absence.
- Employees on Transitional Duty will work their regularly scheduled shift and receive their regular rate of pay.
- Employees on Transitional Duty may not perform work which is covered by another Collective Bargaining Agreement.
- Transitional Duty will be monitored by the employee's supervisor and each circumstance will be reviewed on an individual basis.
- Transitional Duty is voluntary; Form 727 can be requested from the station administrative staff.

You may need this information one day, one of your fellow union members did.

"I'm going back to work (tomorrow) Transitional Duty, my doctor filled out the paperwork and all this information helped me so much,

Thank You from the Bottom of my Heart."

A Provisioning Agent in Sacramento

Educated = Empowered

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