

## OJI Eligibility

- If you miss work due to an OJI, you must seek immediate medical treatment for your injury and to confirm your documented time away from work.
- Please seek appropriate medical authorization with your local Delta IFS Administrative Services Coordinator.
- Each State has specific rules and regulations pertaining to appropriate, timely medical care and lost time away from work. You must contact your Delta IFS Administrative Coordinator IMMEDIATELY so they can assist you on how to report and manage your OJI requirements.

**NOTE:** You must report injuries within 24 hours of occurrence to the ACE/ESIS Claim Reporting Center at 1-800-642-4462. You may be denied Workers' Compensation benefits for injuries if notification is not reported to ESIS in a timely manner.

## Reporting an OJI

- Immediately notify your Purser (or another crewmember if you are the Purser) if you incur an on-the-job injury. If your injury occurs mid-rotation and you are unable to continue the trip, notify Inflight Scheduling to be removed from your trip. You must notify the ACE/ESIS Claim Reporting Center of the injury at 1-800-642-4462, regardless of whether or not you will miss work.
- A Worker's Comp claim representative will contact you and he/she will manage your case and assist you with your return to work.
- If you live in the state of Washington, you must report the injury to your doctor who will file the claim with the Department of Labor and Industry (L & I). Please notify and report the information to your Coordinator in Inflight Administrative Services at 1-888-577-6990 or your base for assistance.
- In the event you are unable to report for your next scheduled assignment due to your injury, you must notify Inflight Scheduling immediately.
- You may request placement in a modified duty position, if appropriate, by contacting your Coordinator in Inflight Administrative Services at 1-888-577-6990. You will need to submit a doctor's certification including your diagnosis, prognosis, work restrictions, ability to perform modified work, and release date. This modified duty may be no more than 90 days.
- You must send your doctor's release to your Inflight Administrative Service Coordinator before you can return to flight status. This must include your full release date, work restrictions (if any), and ability to perform modified work.

## Recurring OJI

- If you incur an additional absence as a result of a previously sustained OJI, contact Inflight Scheduling to remove you from your trip and please notify your Inflight Administrative Services Coordinator at 1-888-577-6990.
- Contact your Worker's Comp representative to coordinate medical treatment and benefits, as appropriate.

- In the event you are unable to report for your next scheduled assignment due to your injury, you must notify Inflight Scheduling immediately.
- You must provide a doctor's certification for any absence that is a result of an OJI.

### OJI Overlapping Vacation

- Contact your Inflight Administrative Services Coordinator at 1-888-577-6990 if you have your vacation scheduled during your OJI absence.

### Training

- If you are returning to flying after an OJI or a medical or maternity leave, a full duty release must be submitted to your Administrative Services Coordinator before you can be scheduled for Training.