

RETURN TO WORK FROM ILLNESS OR INJURY

- AUTHORITY:** Personnel and Salary Resolution
- RESCINDS:** Procedure Manual Item 1-3-302, dated 11/03/21
- FORMS:** None
- PURPOSE:** To provide a uniform procedure in processing an employee's return to work from illness or injury.

I. PROCEDURE

- A. Returning to work after absence in excess of fourteen (14) consecutive calendar days:
1. Upon Human Resource Services' (HRS) receipt of clearance from the employee's personal treating physician and/or workers compensation treating physician, **HRS** staff will contact the employee directly to **engage in the interactive process**.
 2. **Employees are expected to be responsive to correspondence from HRS-Return to Work and their attempts to engage in the interactive process.**
- B. Return to work with restrictions:
1. If an employee is given work restrictions, the HRS Return-to-Work staff will engage in the interactive process and consult with the Department to determine if the work restrictions can or cannot be accommodated in the employee's current job classification.
 2. The employee will be notified as to the Department's decision.
 3. If the Department cannot accommodate the employee in his/her current job, the employee cannot return to work until the restrictions are modified and re-evaluated, discontinued, or an appropriate Transitional Work Assignment is identified.

REFERENCES:

None

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APPROVED BY: