

RETURN TO WORK FROM ILLNESS OR INJURY

AUTHORITY:	Personnel and Salary Resolution
RESCINDS:	Procedure Manual Item 1-3-302, dated 12/04/18
FORMS:	None
PURPOSE:	To provide a uniform procedure in processing an employee's return to work from illness or injury.

I. PROCEDURE

- A. Employees must be evaluated by **their own personal treating physician and/or workers compensation treating physician** prior to returning to work if one or more of the following conditions apply:
 - 1. Receives work restrictions from treating physician
 - 2. Surgery (with the exception of Lasik eye surgery)
 - 3. Overnight hospital stay for reasons other than observation
 - 4. Absence longer than fourteen (14) consecutive days due to personal medical condition
- B. Returning to work after absence in excess of fourteen (14) consecutive calendar days:
 - 1. **If the employee is off work due to an injury or illness prior to returning to work, the employee must be evaluated by their personal treating physician and/or workers compensation treating physician.**
 - 2. Upon Human Resource Services' (HRS) receipt of clearance from **the employee's personal treating physician and/or workers compensation treating physician**, Department staff will contact the employee directly to confirm the return date.
- 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

D. Martinez

APPROVED BY: