

# Prevention **Connection**



Safety resources to protect your world

# SAMPLE

## **Transitional Duty Employee Procedure**

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### Transitional duty is defined as:

- A temporary, productive work assignment provided for employees who are temporarily unable to perform the essential functions of their regular job(s) due to illness or injury. This is not intended to be a permanent accommodation.
- The use of modified work tasks equivalent to an employee's current physical limitations to help them recover more quickly and completely.
- The bridge for an employee to transition from recovery at home to regular job duties.

If you are off work due to work-related injury or illness, please contact [insert name, title] at [phone] after every doctor's appointment. When your treating physician determines you may return to work with restrictions, ask for written documentation. You are responsible for supplying your employer with this paperwork as soon as possible in order to make plans for your return.

Your [Supervisor/HR/Dept. Manager] will be informed of your restrictions to determine if productive work is available. Every effort will be made to keep you on your usual shift and in your regular department when possible.

If work is not available in that area, other areas for appropriate work will be reviewed. Your supervisor will inform you of the basic tasks of your transitional duty assignment, the starting date, work schedule, and who you will report to during this assignment. A copy of your work restrictions will be given to the supervisor.

During your transitional duty, please keep a written record of your work activities. A copy of your work progress may be given to your treating physician.

While you are on transitional duty, all other policies and procedures remain in effect, including those that pertain to attendance at medical appointments. It is your responsibility to ensure you do not exceed your work restrictions.

**For your safety:** If you believe you have been asked to do something that violates your work restrictions, immediately advise your supervisor or department manager.