

Prevention **Connection**



Safety resources to protect your world

SAMPLE

Transitional Duty Procedure

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1. The medical care provider and Workers' Compensation/HR Coordinator will remain in contact concerning the injured or ill employee's return-to-work status.
2. If a leave of absence or time off work is required by the injured or ill employee for recovery, the Workers' Compensation/HR Coordinator will determine if it is compatible with the Family Medical Leave Act's "serious health condition."
3. The Workers' Compensation/HR Coordinator will maintain the injured or ill employee's contact log, which will be updated after each contact (either by phone or in person).
4. The Workers' Compensation/HR Coordinator will keep the injured or ill employee's supervisor informed.
5. The supervisor of the injured or ill employee will call the employee throughout his or her medical leave. The purpose of these calls is to express concern for our employees.
6. The injured or ill employee is responsible for following the medical care provider's advice and supplying copies of the diagnosis, treatment, and return-to-work restrictions to the organization's Workers' Compensation/HR Coordinator.
7. When the medical care provider indicates the injured or ill employee is a candidate for transitional work, the Workers' Compensation/HR Coordinator will notify the injured or ill employee's supervisor, the organization's Safety and Health Professional, and SECURA Insurance.
8. The Workers' Compensation/HR Coordinator will provide a *written* offer of transitional duty to the work-related injured or ill employee.
9. If the injured or ill employee accepts a return-to-work offer, the Workers' Compensation/HR Coordinator will notify SECURA Insurance.
10. If the injured or ill employee refuses to accept a return-to-work offer, the Workers' Compensation Coordinator/HR will notify SECURA Insurance immediately.
11. The supervisor who is overseeing the injured or ill employee's transitional work will:
 - Welcome back the employee and explain to the *transitional-work employee* the duties associated with the job.
 - Conduct a safety orientation if the transitional-work employee is assigned to a new area, or if the work process and procedures have been modified in his or her absence.
 - Oversee the individual's work.
 - Provide the Workers' Compensation/HR Coordinator with weekly reports on the transitional employee's progress.
 - Ensure restrictions are being followed and accommodations, if necessary, are made in a timely fashion.
 - Notify the Workers' Compensation/HR Coordinator of any potential workers' compensation fraud.
12. The Workers' Compensation/HR Coordinator will request a medical re-evaluation after 30, 60, or 90 days of transitional work to determine an end date for the transitional work. This will continue until the injured employee reaches 100% or maximum health.