

RETURN-TO-WORK POLICY

Effective Date: _____

Purpose

_____ is committed to supporting employees who experience a work-related injury or illness. This return-to-work policy outlines our approach to providing temporary, transitional, or modified duties when medically appropriate, with the goal of promoting recovery and maintaining a safe, productive workplace.

Policy Statement

It is the policy of _____ to:

- ▶ Encourage a safe and timely return to work following a work-related injury or illness
- ▶ Provide temporary, modified, or transitional duties when feasible and medically appropriate
- ▶ Maintain open communication with injured employees throughout the recovery process
- ▶ Comply with applicable workers compensation laws and medical guidance

Transitional or Modified Duty

When an employee is medically released to return to work with restrictions, _____ will review available job duties and determine whether temporary, modified, or transitional work can be provided.

Transitional duty may include:

- ▶ Adjusted physical requirements
- ▶ Reduced or modified work hours
- ▶ Temporary reassignment to alternative tasks
- ▶ Light-duty or administrative responsibilities

All modified work assignments will be based on written medical restrictions provided by the authorized treating medical provider.

Roles and Responsibilities

Supervisors

- ▶ Report workplace injuries promptly
- ▶ Identify potential modified duty options within their department
- ▶ Maintain communication with management and the claims representative

Human Resources / Management

- ▶ Coordinate return-to-work plans
- ▶ Document transitional duty assignments
- ▶ Monitor progress and adjust assignments as needed

Employees

- ▶ Report injuries promptly
- ▶ Provide medical documentation of work restrictions
- ▶ Participate in transitional duty assignments consistent with medical guidance

Policy Review

This return-to-work policy will be reviewed periodically and updated as necessary to reflect operational needs and regulatory requirements.

Authorized by: _____

Date: _____

Title: _____

Disclaimer This template is provided for general informational purposes only. Employers should review this policy with legal counsel or a qualified human resources professional to ensure compliance with applicable federal, state, and local laws before implementation.