

Policies & Management Programs

Return To Work Program

SAMPLE TRANSITION DUTY POLICY

(Return to Work) [COMPANY NAME] is committed to the well-being and safety of our employees. We have implemented a Transitional Duty/Return to Work Policy to return all employees to work after a work-related injury, as soon as safely and medically possible.

[COMPANY NAME] will provide transitional return to work duties and assignments to our injured employees. Transitional duty is defined as modified duties within the employee's physical abilities, knowledge, and skills. Transitional duty work assignments will be developed based on the employee's known physical condition as defined by the authorized treating physician.

Transitional duty assignments will be developed based on employee's physical restrictions, operational needs and availability of transitional duty. It is possible that an employee may be assigned transitional duty in a different department depending on the restrictions set forth by the authorized treating physician.

If an employee is off work more than one week due to a work-related injury or illness, he/she must contact [NAME] at least once per week to provide updates on his/her medical status and probable return to work date. Transitional duty is a temporary remedy, and the length of time allowed will be decided on a case-by-case basis.

This Transitional Duty policy has been designed with the employee's best outcome in mind. Our employees are a valued part of the organization and [COMPANY NAME] believes transitional duty will reduce financial hardships often caused by work-related injuries.

EMPLOYEE SIGNATURE: _____

DATE: _____

PRINTED NAME: _____