## Light Duty

1. **Purpose**

It is the policy of the company to make every effort to provide temporary light duty assignments for employees who are released to return to work by their physician to limited duty following a work-related injury or illness.

1. **Procedure**

If the employee can perform duties within his official position description with the exception of some duties such as limited climbing, stooping, bending, prolonged standing, etc., then the company may assign these duties with specified limitations. If the disability extends beyond thirty days, the company will determine if some other appropriate action should be considered.

The physician treating the employee for a work-related injury or illness is responsible for discussing with the employee the nature of his/her job and the duties entailed. Based upon this discussion, the physician will determine which of the employee’s regular duties should be restricted and which duties would be acceptable to perform.

The physician is expected to provide the employee with a detailed note that identifies the work restrictions. The employee is to provide this note to his/her supervisor who should send a copy to Human Resources. If either the Supervisor or the Human Resources Rep. has any questions about the restrictions, they may call the treating physician for clarification. The employees treating physician is expected to re-evaluate work restrictions on a regular basis and make changes as appropriate.

The employee needs to communicate to both the supervisor and the HR/Risk Management Department any changes in medical condition, concerns about transitional duty tasks, and other concerns related to the workplace injury or the light duty work.

While the goal of this program is to return all employees to gainful employment as quickly as possible, the workload needs of the company must be considered. As a result, temporary transitional, light duty work may not always be available to all employees. A light duty position may entail doing some of the duties of the injured employee’s normal job, or it may involve undertaking a special project or projects previously left unaccomplished. At the time of employee injury or illness, the Human Resources Department will contact supervisors for assistance to determine whether an appropriate transitional duty position is possible.

If the injury or illness is permanent, employees and supervisors should contact the Human Resources Department to ascertain whether reasonable accommodations can be made.