

I. PURPOSE

To ensure the work environment at the Agency is safe for all employees.

II. POLICY

A department manager or immediate supervisor may require an employee who he/she deems incapacitated for work, due to illness or injury, to submit him or herself to a designated physician for a physical examination. The employee may be required to take an unpaid leave of absence until he/she can perform his/her job duties, and/or use any available sick leave time during this period.

III. PROCEDURE AND RESPONSIBILITIES

- A. Before a supervisor or department manager requires an employee to take a fitness for duty examination, they should review the situation with the appropriate Environmental Health and Safety representative.
  - B. The fitness for duty physician should consult the employee's personal physician. If both physicians agree to the diagnosis, it will be final. If however, the physicians disagree, a third physician will be selected to make the final determination. The cost of the third physician will be shared equally between the employee and the Agency.
  - C. If an employee needs to take an unpaid leave of absence, the immediate supervisor must notify the Personnel Department of the effective date of the leave.
  - D. If an employee has taken an unpaid leave of absence and is later deemed to have been able to work during that time, then all compensation not awarded during the leave will be provided to the employee.
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