

## Transitional Work

### Tips:

- Start with employee's home department to see if you can modify the job to make accommodations that fit within the employees' restrictions
- If you are unable to accommodate in the home department, look at other departments
- Sharing transitional work between departments may also be an option to provide full hours.
- Once transitional work has been identified, confirm with the employee and the department manager
- Send "[Modified Duty Letter](#)" to employee confirming job tasks / dates for return to work

Use the transitional work examples below to identify tasks that can be outlined in the offer of modified duty letter.

Area of injury	Common Restrictions	Modified Work Examples
Back/Neck	Avoid repetitive trunk movement, Limit lifting to 10 pounds, No prolonged weight bearing which includes sitting, standing and walking	<ul style="list-style-type: none"> <li>• Assist store by answering phones (headset available?)</li> <li>• Making gift boxes (sitting or standing)</li> <li>• Sort Hangers (sit or stand)</li> <li>• Re-ticketing, Markdowns, transfers, paperwork (sit or stand)</li> <li>• Serve as a greeter/floor watcher</li> <li>• Calling campaign</li> <li>• Cashier</li> <li>• Rolling Silverware (café)</li> <li>• Dressing room attendant</li> </ul>
Shoulder	Limit repetitive (R/L) shoulder movement, No lifting over 10 pounds, No heavy lifting, No activity above shoulder level, Limit resistance of the (R/L) upper extremity.	<ul style="list-style-type: none"> <li>• Assist store by answering phones (headset available?)</li> <li>• Making gift boxes (sitting or standing)</li> <li>• Sort Hangers (sit or stand)</li> <li>• Re-ticketing, Markdowns, transfers, paperwork (sit or stand)</li> <li>• Serve as a greeter/floor watcher</li> <li>• Calling campaign</li> <li>• Cashier</li> <li>• Rolling silverware (café)</li> <li>• Dressing room attendant</li> </ul>
Lower Extremity	No prolonged weight bearing which includes sitting, standing and walking. Avoid walking on un even surfaces/ground No ladder/stair climbing No repetitive kneeling squatting No Kneeling	<ul style="list-style-type: none"> <li>• Assist store by answering phones (headset available?)</li> <li>• Making gift boxes (sitting or standing)</li> <li>• Sort Hangers (sit or stand)</li> <li>• Re-ticketing, Markdowns, transfers, paperwork (sit or stand)</li> <li>• Serve as a greeter/floor watcher</li> <li>• Calling campaign</li> <li>• Cashier (possible chair required?)</li> <li>• Rolling silverware (café)</li> <li>• Dressing room attendant</li> </ul>
Upper Extremity	No repetitive movement of the involved joint against resistance, No repetitive gripping/grasping. Avoid constant vibration (wrist/hand); No use of the (L/R) hand No lifting over 2 lbs. with injured hand/wrist	<ul style="list-style-type: none"> <li>• Assist store by answering phones (headset available?)</li> <li>• Sort Hangers (sit or stand, may use one hand if necessary)</li> <li>• Serve as a greeter/floor watcher</li> <li>• Calling campaign</li> <li>• Dressing room attendant</li> </ul>