



## **Return-to-Work Policy**

### **Importance**

A Return-to-Work program offers the employee many benefits. Obviously, wage loss is a concern for many and can cause uncertainty. An active Return-to-Work program lets employees know the company invested in their well-being. It shows them you want them to come back, and employees are more likely to perform well, stay at their job, and speak well of the company. A Return-to-Work program offers a proactive method to contain costs and reduce the impact of injuries on your business. It also gets your experienced employees back on the job quickly, instead of hiring and retraining. It improves employee loyalty and makes workers feel like they are an important part of your organization.

### **Purpose**

The company strives to assist employees to return to work at the earliest possible date following an injury or illness. However, this policy is not intended to supersede or modify procedures that might lead to harm if an employee returns too early.

### **Eligibility**

The policy only applies to employees who are on leave as a result of injury or illness and who are receiving workers' compensation benefits.

### **Transitional Work**

The company defines "transitional work" as temporary, modified work assignments within the worker's physical abilities, knowledge, and skills.

When possible, transitional positions will be made available to injured workers to minimize or eliminate time lost from work. The company cannot guarantee a transitional position and is under no obligation to offer, create, or encumber any specific position for purposes of offering placement to such a position.

In the event an employee refuses transitional work (outside the employee's FMLA benefits period) and the employee satisfies the restrictions and ability to perform the transitional position, the company is not obligated to provide an alternative position. In such cases, the company will notify the insurance carrier of the employee's refusal of the transitional work.

### **Job Offer**

Upon completion of the Return-to-Work Form and the attending physician's approval of the transitional position, a written job offer letter will be prepared by the employer and mailed to the employee's last known address. The letter will note the doctor's approval and the start date, hours, wage, duration and location of the transitional work assignment. The employee will be asked to sign the letter indicating his or her acceptance or refusal of the transitional work job offer and to return the letter to HR. Copies of the job description, work releases and job offer letter will be forwarded to the insurance carrier.

Any employee returning to a transitional position must not exceed the duties of the position or go beyond the doctor's restrictions. If any medical restrictions change, the employee must immediately notify his or her supervisor and provide the supervisor a copy of the new medical release.

Supervisors will monitor work performance to ensure the employee does not exceed the requirements set by the attending physician



## TOOLBOX TALKS

### Return-to-Work Policy

Meeting Conducted By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
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#### Attendees:

Print	Signature	Print	Signature
1.		16.	
2.		17.	
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