



Sample Client

Return to Work Policy

Provided by: The Rollins Agency, Inc.



Return to Work Policy

Sample Client

Location:

Effective Date: 01/15/2007

Revision Number: 1

Table of Contents

- I. Return To Work Policy
- II. Appendix A – Occupational Medical Facilities Checklist
- III. Appendix B – WC/Return to Work Policy Statement – Notice to Employees
- IV. Appendix C - Physician's Transitional Duty Evaluation Form
- V. Appendix D - Return to Work Policy Letter to Physician
- VI. Appendix E - Authorization of Medical Treatment
- VII. Appendix F - Sample Job Description Form
- VIII. Appendix G - Employer Assessment - Physical Demands of Job Form
- IX. Appendix H - Post-Injury Responsibilities Chart

I. Return to Work Policy

Effective Date: 01/15/2007

Revision Number: 1

1.0 Purpose:

1.1. It is the policy of our company to provide meaningful work activity for all employees who temporarily become unable to perform all, or portions, of their regular work assignments due to work-related or non-work-related injury or illness. By providing temporary transitional or modified work activity, injured employees remain an active and vital part of the company. Return to Work duties may be in the form of either changed duties within the scope of their current position, or other available duties for which they may be qualified, or through a reduced work-hours schedule.

2.0 Scope:

2.1. All active employees who become temporarily unable to perform their regular job due to a compensable work-related or non-work-related injury or illness may be eligible for temporary work duties within the provisions of this program.

3.0 Responsibilities:

3.1. Supervisors and managers will demonstrate an enthusiastic support for the transitional duty program and actively participate and cooperate with the program administrator in its administration.

3.2. With support from the top management, the program administrator will administer the Return to Work program policies and procedures.

3.3. Employees will support, contribute, and participate in the Return to Work program when they sustain an occupational injury or illness or they may become ineligible for Workers' Compensation benefits.

4.0 Application:

4.1. If work is available which meets the limitations/restrictions set forth by the attending practitioner, the employee may be assigned transitional work for a period not to exceed 90 days. Transitional duty is a temporary program and an employee's eligibility in a temporary assignment will be based on medical documentation and continued recovery.

4.2. An employee's limitation/restrictions are effective 24 hours per day. Any employee not following their restrictions may cause a delay in their healing or may further aggravate their condition. By not following the restrictions, an employee may be subject to disciplinary action, up to and including termination.

Prepared by:

Date:

Approved by:

Date:

--	--	--	--

This Transitional Duty Policy does not address potential compliance issues with Federal, State or local OSHA or any other regulatory agency standards. Consult your licensed commercial Property and Casualty representative at The Rollins Agency, Inc. to address possible compliance requirements.