

# ***Return To Work Program***

## **What can \_\_\_\_\_ *Return to Work Program* do for me?**

\_\_\_\_\_ Return to Work (RTW) Program assists staff members who are temporarily unable to return to their regular duties as a result of an employment-related injury or illness. This program makes it possible for an employee with work restrictions to continue working and receive his or her full pay.

### **Eligibility:**

RTW program is for staff members who have a work-related injury/illness.

RTW program is for staff members who have a temporary restriction.

Work restrictions must be recommended by the worker's compensation medical provider (Emergency Department/ED, Occupational Health Clinic/OHC, panel specialist).

Work restrictions must be in writing.

### **Guidelines:**

Transitional duty lasts for up to 90 calendar days.

Placement of a staff member in a RTW position is arranged by the Occupational Health Clinic and their supervisor.

Every effort will be made to place the staff member in their home department.

A staff member who meets the eligibility requirements for the Family Medical Leave Act (FMLA) may elect to use FMLA leave rather than participate in the RTW program. However, such an election may result in discontinuance of worker's compensation temporary disability benefits.

While a staff member is participating in the RTW program s/he is expected to meet the performance needs of the organization. Issues of poor performance or misconduct during participation in the RTW program will be addressed through a process of performance improvement counseling as outlined in the *Staff Handbook*.

The staff member must be released by their worker's compensation medical provider prior to returning to work full duty.

### **Transitional Duty:**

The staff member's home department will be made aware of their restrictions and will assign appropriate work.

Modified duty assignments may require a change in schedule, job duties, or other changes.

If a staff member has difficulty performing their duties, they should contact their supervisor or OHC.

### **Key Contacts:**