

## ***RETURN to WORK POLICY***

---

### **Policy:**

It is the policy of St. Norbert College to return workers to employment at the earliest possible date following a work-related injury or illness.

*This policy does not override the procedures applicable to Americans with Disabilities Act (ADA) or the Family Medical Leave Act (FMLA). Inquiries about the ADA or FMLA should be directed to Human Resources (HR).*

### **Purpose:**

To minimize or eliminate time lost by employees due to a work-related injury or illness.

### **Scope:**

The policy applies to all regular full-time and part-time employees who are on leave as a result of work-related injury or illness and who are receiving workers' compensation benefits.

### **General Procedures:**

The employee is responsible for providing HR with a current telephone number and address and must notify HR within 24 hours of any and all changes in medical conditions.

The employee must obtain and submit a release from the attending medical practitioner/physician before returning to work. The employee will not be permitted to work without a release from the attending medical practitioner/physician.

### **Transitional Work Assignments:**

If a release is provisional and includes work restrictions, the College will attempt to identify an appropriate "transitional work assignment" consistent with the restrictions. When possible, such a transitional work assignment will be made available to the employee to minimize or eliminate time lost.

Transitional work assignments would consider both the employee's work restrictions and the business needs of the College. The College determines the appropriate work hours, shifts, duration, tasks and locations of all work assignments and reserves the right to determine availability, appropriateness and continuation of all transitional work assignments.

For any business reason, at any time, the College may elect to change a work assignment based on the needs of the College. The College cannot guarantee a transitional work assignment and is under no obligation to create or offer such an assignment.

In the event an employee refuses a transitional work assignment (outside the employees' FMLA benefits period) that complies with their work restrictions and ability to perform, the College is not obligated to provide an alternative assignment. In such cases, the College will notify the insurance carrier of the employee's refusal, which may affect salary replacement benefits.

An employee returning to a transitional work assignment must not exceed the duties of the position or go beyond the medical practitioner/physician's restrictions. If any medical restrictions

change, the employee must immediately notify the supervisor and HR and provide a copy of the new medical restrictions to HR. Supervisors will also monitor work performance in an attempt to ensure the employee does not exceed the work restrictions.

While on a transitional work assignment, it is the responsibility of the employee and/or supervisor to immediately notify HR of any work-related injuries, any time missed from work or any changes to the transitional work assignment. HR will communicate such information with the insurance carrier or attending medical practitioner/physician as necessary.