



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-LEG-20 Minor Revision7

Title: Return to Work after a Work-Related Injury or Illness

Description: Process and requirements for returning to work after an injury or illness.

Category: Environmental Health & Safety

Applies to: staff, faculty, student

Contact: [Environmental Health & Safety](#)

[Human Resources](#)

Purpose: Policy regarding the return to work after a work-related injury or illness.

Policy Statement: When an authorized workers' compensation physician releases an employee to return to his or her regular duties:

1. The employee provides the supervisor with a written release statement that indicates that the employee may return to full duty;
2. The supervisor immediately returns the employee to work; and
3. The supervisor notifies the Workers' Compensation Coordinator in order to ensure that all use of disability leave is properly recorded and/or to suspend the salary wage loss benefits that may have been received by the employee from Human Resources; and any temporary employee hired to perform the employee's job while he or she was on leave is terminated.

Return to Duty with Restrictions

When the treating physician releases an employee to return to work with restrictions on a temporary basis:

1. The supervisor reviews the position description to determine the essential functions of the position that must be performed;
2. The supervisor, in consultation with the Workers' Compensation Coordinator, may submit a request to the treating physician to review the essential functions in order to determine which functions can be performed by the employee;
3. The supervisor identifies work the employee can perform based on restrictions established by the physician;
4. The supervisor contacts the Workers' Compensation Coordinator to ensure that all use of disability leave is properly recorded and/or to suspend the salary wage loss benefits that may have been received by the employee; and
5. Any temporary employee hired to perform the employee's job while he or she was on leave is terminated. If the employee refuses to work with restrictions, the employee may take time off, if eligible, within the criteria established by the Family and Medical Leave Act.

Inability to Provide Light Duty Work

If the employing department is unable to temporarily modify the job functions to provide light duty assignment for the employee, contact the Workers' Compensation Coordinator for assistance.

1. The Workers' Compensation Coordinator may provide assistance and/or suggestions to the employing department for consideration in providing modified work to meet the restrictions required by the treating physician.
2. If appropriate duties cannot be found within the employee's department, the supervisor should work with his or her supervisor to find temporary work for the employee within the division/college.
3. The employee's original department is required to continue paying the employee at the employee's regular rate of pay when the employee is temporarily returned to work in another unit as an accommodation to the light duty restrictions.

4. As the employee's condition improves and restrictions are reduced, the job duties are re-evaluated. The employee may be returned to perform his or her regular job duties, as appropriate.

Inability to Return to Full Duty after 12 Weeks

If, at the end of 6-months, the employee is unable to return to full duty, an assessment is to be conducted by the treating physician. This assessment will determine if the employee is to go out on long-term disability or disability retirement.

Glossary of Terms:

Legal

Citation:

Campus

Links:

FAQs:

Formerly

known as:

Approved on: 12/01/2005

Effective date: 12/01/2005

Keyword(s): return, work, injury, illness, physician release

Last review date: 01/26/2012

Date posted: 10/18/2007

Modified By:

Date 01/26/2012

Modified: