



## Transitional Duty and Return to Work Program Procedures

On rare occasions, employees are unable to assume their responsibilities due to extended medical leave or ongoing illness or injury. These absences from duty may be due to a personal medical condition, family medical leave or work-related injury/illness.

### Human Resources

### Benefits and You

When possible, OSU provides transitional duty assignments for employees who are temporarily unable to perform the essential functions of their regular assignment. This program allows the employee to return to work for a specific time period with duties that facilitate a complete return to regular duty, with or without accommodations.

University Human Resources provides a liaison who will work with the employee and unit administrator to facilitate communication, ongoing review and a positive outcome.

Sometimes the results of the examination and treatment will allow the employee to return to work immediately without restrictions or with minimal restrictions that the department is able to accommodate. At other times the illness or injury is severe enough that the employee is unable to return to work immediately and time off from his/her normal duties is required.

In cases where an employee is unable to return to work due to the injury or illness, the employee will provide appropriate documentation from his/her physician to the unit administrator. The employee is responsible to provide all medical documentation to his/her supervisor as appropriate per OSU policy and procedure. This includes subsequent documentation from follow-up visits, testing or physical therapy. In all cases, the employee will follow the advice of the health care provider until s/he is released to return to work, with or without permanent restrictions.

In cases where the employee is able to return to work with restrictions, the employee will bring medical documentation (i.e., the return to work form or release) to the unit administrator who will review and share them with appropriate HR staff. The unit administrator will review the restrictions listed by the physician and attempt to locate light duty assignments meeting these restrictions within the unit. If no such opportunities are available, the unit administrator will contact OSU Human Resources for assistance. If the unit administrator is able to find light duty work that meets the restrictions prescribed by the health care provider, the injured employee will return to work under those conditions.

When light duty assignments are available, the unit administrator will make contact with the HR Liaison. A meeting will be held between the employee, unit administrator, and HR Liaison, or delegate. The HR Liaison will provide a *Transitional Duty Program Agreement* form to be discussed with those attending the meeting.

The HR Liaison will explain the *Transitional Duty Program Agreement* to the employee and those present. The explanation will include: the purpose of the program, the details of what the

unit/supervisor agrees to and the details of what the employee agrees to, the work restrictions, the temporary duties that the employee will be expected to perform along with the length of time/dates/duration of the transitional duties provided.

When the *Transitional Duty Program Agreement* form has been explained, discussed, and questions answered, the form is signed and dated by the employee, the unit administrator, and the HR Liaison. Copies of the signed document are made and given to those in attendance with the unit administrator keeping the original.

The HR Liaison will continue to monitor the light duty agreement until the employee is able to return to work without restrictions or other approved outcome. When additional physician or other health care professional visits are required due to an open workers' compensation claim, the HR Liaison will make contact with the employee as a reminder of the scheduled visit and make contact after the scheduled visit, when appropriate. The HR Liaison will maintain contact with the department for updates on the employee and the transitional duties and offer assistance as needed. Effective May 1, 2016, the unit administrator and the HR Liaison will track the number of work days when accommodation has been made for the employee. Accommodation for a total of more than 60 work days must be approved in advance by Assistant Chief of Human Resources.

If applicable, the unit administrator will process the appropriate paperwork as outlined in OSU Policy 3-0708, *Family and Medical Leave Act*. Use of leave will follow OSU policies governing accrued leave. The employee is responsible to follow appropriate departmental guidelines regarding absences from duty.

If injuries or illnesses result in permanent restrictions, OSU Human Resources will provide assistance to the department in coordination with other appropriate university offices in a review of potential accommodations or other actions that are acceptable under current OSU policies, state and federal guidelines and statutes. If the employee is no longer able to work in his/her position and no other measures are available to continue employment, the employee will be provided an opportunity to exercise his/her rights under current benefit elections such as long-term disability insurances. If no options are available, the employee may request a leave of absence without pay pursuant to OSU policy 3-0713, *Attendance and Leave for Staff*, or 3-0716, *Sick Leave for Staff*.

For more information, please contact your HR partner or campus HR office.