

RETURN TO WORK FROM ILLNESS OR INJURY

AUTHORITY: Personnel and Salary Resolution

RESCINDS: Procedure Manual Item 1-3-302, dated 07/08/11

FORMS: None

PURPOSE: To provide a uniform procedure in processing an employee's return to work from illness **or** injury.

I. PROCEDURE

- A. Employees must be evaluated by Employee Health Services prior to returning to work if one or more of the following conditions apply:
1. Receives work restrictions from treating physician (except for Workers' Compensation claims)
 2. Surgery (with the exception of Lasik eye surgery)
 3. Overnight hospital stay for reasons other than observation
 4. Absence longer than **fourteen** (14) consecutive days due to personal medical condition
- B. Returning to work after absence in excess of **fourteen** (14) consecutive calendar days:
1. Employee must notify their direct supervisor of their intent to return to work two (2) weeks prior to the date of return, or as soon as possible
 2. Prior to returning to work, employee must be evaluated by Employee Health Services
 3. Upon **Human Resource Service's (HRS)** receipt of clearance from Employee Health Services, department staff will contact the employee directly to confirm the return date
- C. Return to work with restrictions:
1. If an employee is given work restrictions, **HRS will engage in the interactive process and consult with** the department **to** determine if the work restrictions can or cannot be accommodated in the employee's current job classification
 2. The employee will be notified as to the Department's decision

3. If the Department cannot accommodate **the employee in his/her current job**, the employee cannot return to work until the restrictions are modified and re-evaluated, discontinued, or **an appropriate Transitional Work Assignment is found**.
- D. Employee Health Services may be contacted directly to schedule an appointment at (714) 565-3780.

REFERENCES:

None

D. Martinez

APPROVED BY: