



EARLY RETURN-TO-WORK POLICY

An Early-Return-to-Work program has been developed with the following goals:

1. Minimize the injury's impact on an employee.
2. Promote the employee's rapid recovery from injury or illness.
3. Provide a timely transition back to work.
4. Maintain productivity in the workplace

POLICY

The purpose of this policy is to motivate and encourage employees with work related injuries/illnesses to transition back into the work place. In addition, it will demonstrate the company's commitment to providing temporary, transitional work so the employee can receive compensation and benefits while recovering from their injury/illness.

The policy will assist employees in the transition from disability to full recovery, while continuing to be a productive part of the work group. Furthermore, it will prevent the deterioration of the employee's work skills.

Managers are required to identify suitable work for an employee in a temporary, transitional job while recovering from an industrial injury. Any recovering employee, who is offered a physician-approved, temporary, transitional duty assignment will be required to accept the offer. The failure of the employee to accept the offer may result in the termination of workers' compensation temporary disability benefits.

Employees must have a signed medical release from their treating physician, specifying work restrictions and abilities. The temporary, transitional work assignment will not exceed 180 days. Management must approve any extension beyond 180 days.

The success of the Return-to-Work program is the responsibility of everyone within the company.

Print Name

Signature

Date

Please sign and return this form to your manager or immediate supervisor.