


Human Resources	Document No.	Revision Level:	 <small>MANUFACTURING COMPANY</small>
Description: MODIFIED DUTY POLICY	Issuer:		
	Revised By:		Revision Date: 12/28/2017

1.0 PURPOSE

1.1 The Company strives to assist employees to return to work at the earliest possible date following an injury or illness. However, this Policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA.)

1.2 Inquiries about the ADA or FMLA should be directed to the Human Resources department.

2.0 ELIGIBILITY

2.1 This Policy only applies to regular full-time and part-time employees who are on leave as a result of injury or illness.


2.2 This Policy applies to all employees who satisfy the requirements for “transitional work” as described below, and the Policy will be followed whenever appropriate.

3.0 TRANSITIONAL WORK

3.1 The Company defines “transitional work” as temporary, modified work assignments within the employee’s physical abilities, knowledge and skills.


3.2 When the Company can do so without creating an undue burden, transitional positions may be made available to injured employees to minimize or eliminate time lost from work. The Company cannot guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.

3.3 In the event an employee refuses transitional work (outside the employee’s FMLA benefits period) and the employee is qualified and physically capable of performing the transitional work, the Company is not obligated to provide an alternative position. In such cases, the Company may notify the insurance carrier of the employee’s refusal of the transitional work.

Human Resources	Document No.	Revision Level:	 zippo [®] <small>MANUFACTURING COMPANY</small>
Description: MODIFIED DUTY POLICY	Issuer:		
	Revised By:	Revision Date: 12/28/2017	

4.0 PROCEDURES

- 4.1** To obtain a transitional assignment, the employee must request a Return-to-Work Form and a Job Description from the Human Resources department and provide them to the employee’s healthcare provider for completion. The employee should contact his or her healthcare provider as soon as reasonably possible to perform an assessment for transitional work and complete the forms.
- 4.2** If the employee’s healthcare provider releases the employee to return to work on modified duty and has completed the Return-to-Work Form, the form must be returned to the Human Resources department as soon as reasonably possible following the medical treatment for assessment of modified work. The employee cannot return to work without the release of a healthcare provider.
- 4.3** The Human Resources department (and, where applicable, a Company Occupational Health Nurse) will review the Return-to-Work Form and determine a transitional position for the employee if doing so will not create an undue hardship for the Company. A transitional position job description, including physical requirements, may be prepared for review and approval by the employee’s healthcare provider.
- 4.4** Transitional positions are developed based on the physical capability of the employee, whether or not it will create an undue hardship for the Company, and the availability of transitional work. The Company will determine appropriate work hours, shifts, duration and locations of all work assignments. The Company reserves the right to determine the availability, appropriateness and continuation of all transitional work assignments in accordance with applicable law.
- 4.5** It is the responsibility of the employee to provide the Human Resources department with a current telephone number and address, so the employee may be contacted. The employee must notify the Human Resources department (or, if applicable, the Occupational Health Nurse) as soon as possible of any and all changes in medical conditions. However, if another policy identifies a more specific timeline for submitting certain medical information, that timeline will apply.

Human Resources	Document No.	Revision Level:	
Description: MODIFIED DUTY POLICY	Issuer:		
	Revised By:	Revision Date: 12/28/2017	

4.6 It is the responsibility of the employee to notify the Company of an injury, pursuant to the Safety in the Workplace Policy. Additionally, the employee must follow all applicable Company Policies (including the Attendance, Working Hours, and Leave Policies) if the employee misses time from transitional work or believes he or she may require any changes to a transitional work assignment. The Human Resources department (or, if applicable, the Company Occupational Health Nurse) may communicate with the insurance carrier or healthcare provider in certain situations; however, in most cases, the employee will be responsible for any communications necessary to obtain medical treatment, insurance benefits, or to comply with Company policy.


5.0 NOTICE OF TRANSITIONAL WORK ASSIGNMENT

5.1 Upon completion of the Return-to-Work Form and the healthcare provider’s approval of the transitional work, a written notice of transitional work assignment will be prepared by the Company and provided to the employee (by being mailed to the employee’s last known address, unless the parties have agreed upon a different form of communication.) The letter will note the healthcare provider’s approval and the start date, hours, wage, duration and location of the transitional work assignment. The employee will be asked to sign the letter indicating his or her acceptance or refusal of the transitional work offer and to return the letter to the Human Resources department. Copies of the job description, work releases and job offer letter will be forwarded to the insurance carrier.

5.2 Any employee returning to a transitional position must not exceed the duties of the position or go beyond the healthcare provider’s restrictions. If any medical restrictions change, the employee must notify his or her Supervisor as soon as possible and provide the Supervisor a copy of the new medical release (however, if another policy identifies a more specific timeline for submitting certain medical information, that timeline will apply.)

6.0 REFERENCES

- 6.1** Employee Handbook
- 6.2** Family and Medical Leave Act
- 6.3** Americans with Disabilities Act

Human Resources	Document No.	Revision Level:	 MANUFACTURING COMPANY
Description: MODIFIED DUTY POLICY	Issuer:		
	Revised By:		

7.0 APPROVAL AUTHORITY

WRITTEN / REVISED BY	APPROVED BY	APPROVAL (Initials/Signature)	DATE
	Bruce Gallagher		
	Bunny Comilla		

8.0 REVISION HISTORY

REV. #	REV. DATE	SCN No.	REVISED BY	CHANGES