

Transitional Return-to-Work Program

Program Intentions

The purpose of the Transitional Return-to-Work (TRTW) program is to maintain and support employees in a successful transition from temporary modified duty to full duty work. Our TRTW program is designed to minimize the disruption and uncertainty that work and non-work related injury or illnesses have on the company and our employees.

(Company Name's) goal is to maintain an injury free and safe workplace for our employees. However, should an injury occur, our TRTW program's objective is to return the employee back to gainful employment in a seamless and efficient manner. The program provides valued work for the injured worker and enhances the injured employee's self confidence and well being. The program is also financially beneficial to the company, and in some instances allows the company to give back to the community through the donation of our employees paid time to charitable organizations.

We will make a reasonable effort to provide employees who are temporarily restricted from performing some or all of their regular job duties with the opportunity to return to temporary modified transitional work. While the company cannot guarantee that it can meet every restriction in every instance, it will take reasonable steps to make accommodation possible.

Description of Return-to-Work Program

Transitional work (light/modified duty) is the period of time when the employee returns back to the workplace with job restrictions, modifications, or in an alternative capacity until they are able to progress back into their regular job duties. Transitional Work is temporary, and is the graduated return to full duties based on the employee's progress during the recovery process.

Employee Rights and Responsibilities

Employees on transitional work assignments do not forfeit their rights as a company employee and are required to abide by all (Company Name) policies and procedures.

The employee must notify their immediate supervisor and human resources representative of all absences either scheduled or unscheduled. Employees are subject to all applicable employment policies and procedures while on light duty, regardless of where work assignments may be.

It is the employee's responsibility to let their physician know that their employer has a Transitional Return-to-Work program, and to insure the doctor addresses, in writing, what physical restrictions are necessary and for what time period they are in effect. It is further the responsibility of the employee to promptly deliver the physician's note addressing the work restrictions to their **supervisor and human resources** department no later than the beginning of the next scheduled work-shift of the employee.

Changes in the employees' restrictions and light-duty work status must be reported by the employee to the employee's **supervisor and human resources** representative immediately, with the appropriate documentation from their care giver, even in a situation where the company was unable to provide modified duty for the previous restriction.

For work related injuries or illnesses, employees are expected to participate in all reasonable treatment essential to their recovery, including, keeping all scheduled appointments with occupational health care providers. Physical therapy appointments are to be scheduled before or after their work shifts, unless such scheduling is impossible. In that event, appointments are to be scheduled so the disruption to the employee's work schedule is minimized.

Conclusion

(The COMPANY) will continue to monitor this program and institute changes to make this program more effective. Our objective is to improve the health and welfare of our employees who sustain an injury or illness, while limiting the financial loss to the company. We believe this program accomplishes both of these goals.

We invite our employees to make suggestions on ways we may be able to improve this program. They may do so by contacting human resources.

Employee Name: _____

Employee Signature: _____ Date: _____