



## RETURN TO WORK PROCEDURES

When an employee is absent from work due to personal illness for 5 or more consecutive workdays or due to a hospitalization, the employee is required to obtain a return to work release from the Human Resources Office prior to returning to his/her department.

1. The employee should obtain a return to work authorization from his/her treating physician and submit that authorization to the Benefits Unit of the Office of Human Resources.
2. Upon receipt, the Benefits Unit will review the authorization to ensure that the University can return the employee to work.
3. If the authorization contains no restrictions, the employee will be given a return to work release slip to provide to his/her supervisor prior to the start of the employee's first shift/day back to work.
4. If the authorization contains restrictions, the Benefits Unit may ask for clarification from the employee and/or the treating physician.
5. If the authorization and/or the clarification indicate the restrictions will be permanent, the employee will be referred to the Assistant Director, Employee Accommodations. See [Policy 1.3](#).
6. If the authorization contains temporary restrictions, the Benefits Unit will review the job description or duties to determine if work is available within the restrictions. The Benefits Unit will also contact the Department to determine if it is possible to implement the employee's restrictions. This process may take up to five business days, during which time the employee will remain off work.
7. If the Department and the Benefits Unit agree that the employee can return with those restrictions, the employee will be contacted and directed to report to the Benefits Unit to receive a return to work release prior to the start of his/her first shift/day back to work. The release will indicate the following:
  - a. Description of the restriction(s);
  - b. Acknowledgment that the restriction(s) were implemented and agreed to at the request of the employee;
  - c. Acknowledgement that the restriction(s) are temporary in nature;
  - d. Impact, if any, of the restriction(s) on the essential job duties of the position;
  - e. Acknowledgment that the University retains the sole discretion to discontinue the work release;
  - f. Process for the review of the restrictions (usually at the next medical evaluation or 30 days, whichever is less).
8. If the Department and the Benefits Unit agree that the employee cannot return to work with these restrictions, the employee will remain off work until a new return to work authorization is received from the treating physician.