

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

**POLICY NO: 3.3.9** **PAGE: 1 OF: 1**  
**SUBJECT: TRANSITIONAL DUTY**  
**DEPARTMENTS AFFECTED: ALL** **APPROVED BY:**  
**ISSUE/REVISION DATE: 7/15/98, 1/26/00** **EFFECTIVE DATE: 7/1/98**

**PURPOSE:**

To establish procedures for an effective light duty program in the event an employee must work with restrictions administered by a physician. The goal of this program is to rehabilitate the injured worker through transitional duties thus allowing an employee to return to productive employment as soon as he/she is physically able.

**POLICY/PROCEDURE:**

Marklund offers a time-sensitive, modified work schedule and job description to employees who have experienced work-related or non-work related injuries. While Marklund will make every effort to provide reasonable accommodations, the length of any accommodation available will be determined on a case to case basis.

Each site has a limited list of potential light duty jobs available and applicable staff may request those jobs on a first come-first serve basis. Employees will be assigned to their site and shift unless no opportunities are available. In that case, Marklund reserves the right to place the employee at another site or on another shift. MLM-I have never seen this, do we have it? If so, we should attach an example.

1. Upon being released by a physician to return to work on a light duty basis, the injured employee will report to the Administrator of Workers Compensation for evaluation. The employee must bring the doctor's release with restrictions indicated. The Administrator of W/C will contact the employee's supervisor.
2. The Administrator of W/C will interview the employee and review his/her physical restrictions to determine which light duty assignment the employee is qualified for and physically capable of performing. The job will be assigned based on the restrictions set forth by the treating physician.
3. The injured employee will report to the department supervisor to whom he or she is assigned for direction and adherence of facility policy and procedures.

If the department has no appropriate tasks available for the injured employee, The Administrator of workers compensation or his designated representative will survey other departments to determine if they can use the injured employee on a light duty basis.

If there are no meaningful tasks available that the injured employee is capable of performing, the injured employee will be sent home subject to being called back should appropriate light duty become available. A light duty assignment is not guaranteed to an injured employee and in no event will a position be created for the sole urpose of utilizing the injured employee in a light duty status nor shall a modification of job duties be ;made which allowed the employee to perform in a light duty capacity;

An employee who is assigned to light duty SHALL NOT be assigned to any duties, even temporarily, that would require the employee to perform duties that are not within the restrictions placed by the physician or that could be considered the normal duties of the employee.

An employee who is assigned to light duty will be required to periodically furnish a written statement, from his or her tgreating physician or the physician designated by Marklund that he/she is incapable of performing his/her normal duties.

4. The work restrictions will be followed with strict adherence with no exceptions. Failure to adhere to the restrictions will result in disciplinary action set forth by this policy.
  - a. The first violation will result in a verbal warning with a discussion of why the restrictions were not followed. Corrective action plans will be immediately implemented.
  - b. The second violation will result in a dialogue between supervisor and employee. The supervisor will document the discussion and sign and date for personnel file. This is a formal written warning.
  - c. The third incident will result in an employee suspension and notification of tattending physician regarding failure to adhere to the physician's restriction.
  
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