

RETURN TO WORK PROCESS FOR INJURED EMPLOYEE

After a work-related injury occurs and you are seeking medical treatment, you will go to designated medical facility for treatment.

- You will receive a **Work Status Slip** from the *Physician* at each appointment
 - Immediately give the **Work Status Slip** to your *District Claims Coordinator*
- The **Work Status Slip** will state that you are either:
 - **Released to Full Duty**
 - **Released with Work Restrictions or Limitations**
 - **Not Released to Work**
- If **Released to Full Duty**:
 - Return to your regular job duties
- If **Release with Work Restrictions or Limitations**:
 - *District Claims Coordinator* will work with your *Site Supervisor* to determine:
 - Whether to modify your regular job duties (**Modified Work Assignment**) or
 - Place you in a **Temporary Work Assignment**, both based on the medical restrictions from the *Physician*
 - If your regular Site is unable to accommodate you in either the **Modified Work Assignment** or a **Temporary Work Assignment**, your *District Claims Coordinator* will determine if another District School Site can accommodate you in a temporary work assignment
 - A **Pre-Designated Temporary Work Assignment** will be provided during this determination process
- If a **Modified Work Assignment** or a **Temporary Work Assignment** has been designated, the *District Claims Coordinator* will review the work assignment and the **Return to Work Agreement** with you and the *Site Supervisor* will conduct orientation prior to the your beginning the temporary work assignment
- You will continue to go to your scheduled physician appointments, obtaining a new **Work Status Slip** at each visit and provide it to your *District Claims Coordinator*; this process continues until **Full Duty Release** by *Physician* or your District can no longer provide you with a temporary work assignment
- If you choose not to accept the temporary work assignment your District is providing, your **Sick Leave Benefits** are required to cover your time off absence

- If at any time you are unable to report to work during your temporary work assignment, contact your *District Claims Coordinator*
- If you do not feel you are medically able to perform the temporary work assignment (which is based on your *Physician's* evaluation), you must immediately return to the **Workers' Compensation medical Doctor/Facility** to be re-evaluated, and contact your *District Claims Coordinator*
- If the *District* is unable to provide you with a temporary work assignment, you will receive **Temporary Total Disability** benefits through Workers' Compensation while you are temporarily medically unable to work and remain off work