

## **Early Return to Work**

### 1. Nonjob Related

- a. An employee absent from work for any length of time because of a serious injury/illness requiring the services of a physician, must obtain clearance from the superintendent before he/she will be allowed to return to work.
  - (1) Such clearance will be granted after an employee obtains a written release from a physician authorizing his/her return to work. The written release must specify any normal activities which must be restricted because of the injury/illness, and if possible, an approximate length of time the restriction will apply.
  - (2) An employee who fails to adhere to such restrictions will be subject to disciplinary action.
- b. When an injury/illness prevents an employee from working 20 work days immediately following exhaustion of accumulated sick leave, he/she may be placed on leave without pay for the remainder of the regular school/fiscal year.
  - (1) If the district determines that the employee will be unable to resume his/her regular job responsibilities at the beginning of his/her normal work period, the next school/fiscal year his/her position will be filled on a permanent basis.
  - (2) The termination of a teacher contract and/or release for an illness or other unavoidable circumstances shall be in accordance with state statute.

### 2. Job Related

- a. The administrative secretary will monitor the medical status of any employee absent because of a serious injury/illness requiring a physician's attention. The administrative secretary will notify the superintendent as soon as possible when the employee has been medically released (signed physician statement) to return to work in his/her former classification or a light/limited duty position.
- b. The principle will assist the superintendent in determining if there is any position existing or that could be restructured or created which the employee could perform given his/her medical limitations.
- c. If it is determined that work is available that the employee could perform, a job description detailing the duties to be performed shall be developed by the district and approved by the physician authorizing the employee to return to work, prior to placing the employee in the position.
- d. The employee shall be notified, in writing, of the light/limited duty assignment.

- e. Every effort should be made to return the employee to a position that provides the same or a rate of pay and other benefits similar to those previously enjoyed. However, if the duties being performed in the light/limited duty assignment justify a different rate of pay, the employee, with few exceptions, will receive the same rate of pay and other benefits that a noninjured/ill employee would receive for performing the same duties.
- f. If the rate of pay for the light/limited duty assignment is different from the employee's regular rate, the employee should receive his/her regular rate of pay for a maximum of 60 days in the new assignment, after which he/she should be compensated at a rate of pay commensurate with the assignment.
- g. An employee in a light/limited duty assignment should be placed on the payroll according to the most appropriate method of payment for the hours worked and benefits received.