

Salt Lake County Human Resources Policy 4-500: Return to Work After Injury or Illness

Purpose

This policy creates a balance between returning employees to work at the earliest date following an injury or illness and the disruption caused by employees returning to work in a limited capacity.

I. Policy

Employees with a medical limitation expected to last 90 calendar days or less may request to return to work on light or restricted duty. Administrators may use discretion in balancing the benefits and disruptions of returning employees to work at less than full duty. When appropriate, light or restricted duty assignments lasting 90 calendar days or less may be provided subject to approval by the employee's administrator.

II. Procedures

- A. An injured/ill employee may request for return to work on light or restricted duty for up to 90 calendar days.
 1. An agency has no obligation to create a light or restricted duty position and may deny the request.
- B. Prior to or upon returning to work, the employee must submit a medical release signed by their medical provider which includes:
 1. Medical release to return to work on light or restricted duty
 2. A list of physical or mental work limitations; and
 3. Expected date of return to work with full recovery.
- C. An administrator will not contact the employee's health care provider. However, an administrator may, in consultation with the Human Resources Division, ask an employee to provide additional information from the health care provider. If no information is received the request will be denied.
- D. Approval to Return to Work and Work Options
 1. If a request for light or restricted duty is approved, the administrator will provide the employee with written notification outlining the employee's work-related activities consistent with the medical release.
 2. It is the responsibility of the employee to work within the physical limitations specified by the health care provider and to perform only the duties assigned as outlined in the approval letter.
 3. An employee released for fully duty will return to the same or a comparable position or to a position with a lower grade at the same rate of pay.
- E. An employee who is unable to return to full duty at the end of the 90 calendar day light or restricted duty assignment may take leave until medically released for full duty. The employee may consult with the Director of Human Resources Director or designee to discuss other options available under county policy.
- F. Employee Refusal of Work

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1. An employee who refuses to return to work either in the current position or on light or restricted duty after being released by a health care provider may be terminated unless the employee is entitled to another type of qualifying leave such as FMLA, ADA or sick leave.

III. References

- A. Drug Free Workplace Act of 1988
- B. Human Resources Policy:
 1. 1-200, General Definitions
 2. 3-400, Discipline
 3. 5-600, Family, Medical and Military Family Leave
 4. 4-200, Leave Practices
 5. 3-200, Reasonable Accommodations Guidelines
 6. 4-400, Workers' Compensation
 7. 3-600, Alcohol and Drug Screening, Testing and Treatment