

Return to Work Policy

Purpose

Logos Public Charter School strives to assist employees to Return-to-Work at the earliest possible date following an inquiry or illness. However, this policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA).

Inquiries about the ADA or FMLA should be directed to the human resource department (HR).

Eligibility

The policy applies to regular full- and part-time employees and volunteer employees who are on leave as a result of injury or illness and who are receiving workers' compensation benefits.

Transitional Work

Logos Public Charter School defines "transitional work" as temporary, modified work assignments within the worker's physical abilities, knowledge and skills.

When possible, transitional positions will be made available to injured workers to minimize or eliminate time lost from work. Logos Public Charter School cannot guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.

Transitional duty assignments are designed to be temporary in nature and will be reviewed monthly to evaluate the appropriateness of continuance. The maximum time frame light duty will be provided is 6 months.

In the event an employee refuses transitional work (outside the employee's FMLA benefits period) and the employee's attending physician has affirmed the employee's physical ability to perform the transitional position, Logos Public Charter School is not obligated to provide an alternative position. In such cases, Logos Public Charter School will notify Special Districts Insurance Services (SDIS) of the employee's refusal of the transitional work.

Procedures

To obtain a transitional assignment, the employee must obtain a Return-to-Work Form and a Job Description Form from HR and provide them to the attending physician for completion.

If the attending physician releases the employee to Return-to-Work on modified duty and has completed the Return-to-Work Form and Job Description Form, the forms must be returned to HR within 24 hours following medical treatment for assessment of transitional work. The employee cannot Return-to-Work without the release of the attending physician.

HR will review the Return-to-Work Form and identify a transitional position for the employee if appropriate and transitional work falls within business needs. A transitional position job description, including physical requirements, will be prepared for review and approval by the attending physician.

Transitional positions are developed based on the physical capability of the worker, the business needs of the school and the availability of transitional work. Logos Public Charter School will determine appropriate work hours, shifts, duration and locations of all work assignments. Logos Public Charter School reserves the right to determine the availability, appropriateness and continuation of all transitional work assignments.

It is the responsibility of the employee to provide HR with a current telephone number and address, so the employee may be contacted. The employee must notify HR within 24 hours of any and all changes in medical conditions.

It is the responsibility of the employee or the employee's supervisor to notify HR immediately of any work-related injuries, if the employee misses time from transitional work, or of any changes to transitional work assignments. HR will communicate with the attending physician as necessary.