

## 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, unless your injury qualifies for a Telemedicine Physician visit.**

- 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 of the **Modified Work Assignment** or a **Temporary Work Assignment**, your *District Claims Coordinator* will determine if another District School Site can accommodate you in either of these temporary work categories.
  - A **Pre-Designated Temporary Work Assignment** can be provided during the determination process noted above.
- If a **Modified Work Assignment or a Temporary Work Assignment** has been designated, the *District Claims Coordinator* will review the temporary 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* until Permanent and Stationary with permanent restrictions, 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.