



**MEDICAL CENTER HUMAN RESOURCES POLICY NO. 513**

- A. SUBJECT: Transitional Work Program
- B. EFFECTIVE DATE: July 1, 2006
- C. POLICY:

The Medical Center recognizes the benefits to the injured employee of early return to work following a work-related injury. The Medical Center is committed to providing temporary and progressive transitional work for an employee who has sustained an injury/illness due to personal illness, injury, medical condition, or, work-related accident/injury that would otherwise result in lost work time. An employee will be considered for the Transitional Work Program when the attending physician and/or Workers' Compensation Panel Physician clears the employee to return to work with specific work restrictions. Transitional work is not a permanent job placement, nor is it a replacement for temporarily vacant positions.

Transitional duty shall be made available to those employees who are expected to return to their pre-injury position and may not normally exceed the maximum of 90 days. At the conclusion of 90 days, the supervisor in consultation with Human Resources and/or the Workers' Compensation Coordinator may terminate the transitional duty assignment. If it is determined that the employee has long term restrictions that result in his/her inability to perform the essential functions of his/her primary position, the provisions of the Americans with Disabilities Act (ADA) and other applicable laws will be applied to determine suitability for employment.

The Transitional Work Program provides positive reinforcement of the employee's efforts toward recovery and return to productive, full-duty work and establishes good will.

- D. PROCEDURE:
1. Eligibility

The transitional work program is available only to employees with a temporary partial disability who are recovering from a work-related injury/illness or personal injury/illness and who require temporary, short-term, rather than permanent job reassignments.

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2. Responsibilities

A. The employee is responsible for:

- Providing his/her home department with a Return To Work Status (RTWS) form from the authorized treating physician. The RTWS form shall include documentation of and information about the employee's physical capacities and restrictions, medically required restrictions, and the specific extension of medical leave that is requested. An authorized treating physician is a Workers' Compensation panel provider if the injury/illness is work-related or an attending physician if the injury/illness is personal.
- Compliance with all physical and medical restrictions as indicated on the RTWS form submitted by the authorized treating physician. Failure to do so or to attend scheduled medical appointments to address further work restrictions and/or clearance for full duty may jeopardize the employee's Transitional Duty opportunity.
- Discussing work-related information provided on the RTWS form with direct supervisor.
- Obtaining additional information (such as the completed physical demands form), as necessary, about medical restrictions from the treating or consulting physician.
- Accepting a temporary work assignment, if a medically appropriate transitional work assignment is found. Workers' Compensation benefits might be jeopardized if the offered assignment is turned down without good cause, e.g., not being interested in the duties of the assignment is not good cause.

B. The employee's department is responsible for:

- Defining essential physical capacities and work requirements for the position identified.
- Providing temporary transitional work within the department upon receipt of the employee's restrictions. If there is no transitional work available, the department is responsible for documenting why an assignment is not possible and contacting either Human Resources or the Workers' Compensation Coordinator for further assistance in establishing and providing available transitional work in another department if possible.
- Paying the employee's salary during an assignment to transitional work in another department if the home department is not able to provide transitional work.

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- C. The Workers' Compensation Coordinator or Return-to-Work Team is responsible for:
- Determining employee's eligibility for transitional work assignment.
  - Facilitating placement in appropriate transitional work assignment.
  - Developing standing transitional work assignments within the Medical Center.
  - Monitoring employee's status to assist in the transition from injury or disability to full-duty employment.
- D. If a department provides a transitional work assignment for the employee of another department, the department providing the assignment is responsible for:
- Ensuring that the work provided is consistent with the specified restrictions.
  - Direct notification of employee's progress, lost time, extension of leave, return to work status, and any other pertinent information to the Workers' Compensation Coordinator or Return-To-Work Team.

3. Transitional Work Assignments

- A. Work consistent with temporary medical restrictions will be assigned within the employee's department for up to 90 calendar days or until the employee is sufficiently recovered to return to his/her original job, whichever occurs sooner.

**Note:** For full-time employees whose regular work shift exceeds 8 hours, 720 work hours is the maximum allowance. Part-time employees are subject to the 90 calendar-day limitation.

- B. In the event a department cannot provide employment compatible with the temporary medical restrictions, an employee may be assigned to another department for a period of up to 90 calendar days, as indicated above. The salary of an employee on temporary assignment to another department shall be borne by the employee's home department.
- C. Transitional work assignments may be extended beyond 90 calendar days depending upon the circumstances of individual cases as determined by the Case Management/Return-to-Work Team. This team will include representatives from the employee's home department, Employee Health, Human Resources and any other department to which the employee is temporarily assigned.
- D. No temporary work assignment described or covered under this guideline is intended or offered as a permanent assignment.

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SIGNATURE:

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R. Edward Howell, CEO, UVA Medical Center

DATE:

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Medical Center Human Resources Policy No. 513  
Approved April 14, 2000  
Revised August 2001, September 2004, June 2006  
Approved by Chief Operations Officer  
Approved by Medical Center Administration