
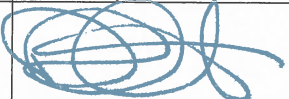




## Administrative Policy

Title: Light or Modified Duty				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.402	08-92 (07-01)	01-03-17		

This Policy had been numbered Policy 200.23. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 200.23  
Issued: 08-92  
Revised: 07-01

## **LIGHT OR MODIFIED DUTY**

**Work Related or Non- Work Related Injury/Illness**

**Administered By: Risk Management**

**Administration Policy 200.23**

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### **POLICY**

Providing Modified or Light Duty is a mutually beneficial policy of allowing an employee, who is temporarily and partially disabled, and the affected Department, the opportunity to take advantage of the talents and skills of the employee, while accommodating the medical restrictions in place. Returning to work on a limited basis is often a therapeutic technique, recognized by the medical community as a method of allowing an individual to return to pre-injury/illness mental status and speed recovery.

### **PROCEDURE**

#### **On the Job injury/Illness**

Risk Management shall be contacted in the case of a **Workers' Compensation** injury or illness when an employee presents a doctors' status report that returns the employee to work, but not able to carry out the complete scope of their assigned job.

Workers' Compensation light/modified duty restrictions are arranged by Risk Management in cooperation with the medical provider and input from the Department. Risk Management is responsible for evaluating and applying all FMLA and ADA considerations as they are effected by Workers' Compensation laws.

#### **Off Duty Injury/Illness**

When a request for light/modified duty results from an injury or illness **NOT** related to an on-the-job injury a memo shall be prepared stating the nature of the limitation, the anticipated duration and what assignment the Department is proposing, attaching a copy of the medical documentation.

The memo should be initiated by the individuals' Supervisor, approved by the Department Head, copy to Risk Management.

Risk Management will evaluate and apply all FMLA and ADA considerations and determine the potential impact on Long Term Disability eligibility.

Questions concerning the nature of the restrictions, or accommodation shall be discussed with Risk Management prior to requesting authorization. Contact Risk Management with any questions related to light duty accommodations.

Modified 7/2001