

- I. Definitions:
 - A. Light Duty: When an employee who has been injured within the course and scope of his employment (hereinafter referred to "injured employee") is restricted by his Authorized Treating Provider from performing certain functions of his job. Light duty is also known as modified duty.
 - B. Lost Time: When the injured employee is restricted from work by his Authorized Treating Provider or by the Return to Work Committee after an assessment that the injured employee's restrictions cannot reasonably be accommodated.

- II. Reporting and Treatment of Workplace Injuries
 - A. Immediately following any injury or accident at work, the employee shall notify his/her supervisor.
 - B. If the injured employee does not require medical treatment or refuses treatment, the supervisor shall document the injury in the Employee First Aid log.
 - C. If the injured employee requires or requests medical treatment, the supervisor shall direct the injured employee to the contact person at the worksite to complete a Notice of Injury and request treatment,
 - D. The injured employee shall report to the authorized medical provider. Such treatment or continued treatment shall only be with the provider authorized by the Workers' Compensation Adjuster.
 - E. Any unauthorized treatment will be at the expense of the injured employee.

F. Follow Up

1. The injured employee shall attend all authorized scheduled medical appointments and related treatment. If an injured employee cannot attend an appointment, he/she shall notify the Workers' Compensation Adjuster and the authorized medical provider at least 72 hours before the appointment.
2. Following any appointment for treatment of a workplace injury, the injured employee shall immediately provide his/her supervisor with documentation of his/her current work status. The supervisor will immediately forward documentation of work status to the Risk Management office.

III. Return to work.

- A. When an injured employee is released to return to work with restrictions, the supervisor may not assign duties that are beyond the injured employee's restrictions. If an injured employee willfully violates his/her work restrictions, he/she shall be subject to discipline that may include termination.
- B. Only those employees whose illness or injury arose out of and in the course and scope of their employment pursuant to Chapter 440, Florida Statutes, may participate in light duty.
- C. The Return to Work Committee shall evaluate the restrictions placed on the injured employee to determine if the Employer can reasonably accommodate the injured employee's restrictions. If the Return to Work Committee determines the injured employee's restrictions cannot be reasonably accommodated, the injured employee may be sent home with re-evaluation by the Return to Work Committee after each appointment with the authorized treating provider.

- D. All injured employees may participate in the Light Duty Program once released to return to work by the Authorized Treating Provider. If an injured employee refuses to participate in the program, workers' compensation benefits may cease, and the injured employee shall be subject to discipline including termination.
- E. While performing the light duty assignment, the injured employee may receive his/her pre-injury rate of pay and benefits.
- F. A light duty assignment is temporary and may not be considered a permanent accommodation.
- G. A light duty assignment may not exceed 120 days. When an injured employee has been in light duty for 110 days, the Return to Work Committee shall re-assess the injured employee's need for continued reasonable accommodation due to the workplace injury and may, at their discretion agree to continue the injured employee's participation in the light duty program.
- H. When an injured employee has reached Maximum Medical Improvement (MMI) as determined by the Authorized Treating Provider, an assessment may be made to determine the employee's return to his/her pre-injury job duties.
 - 1. If the assessment concludes that the employee cannot perform his/her pre-injury job duties with or without reasonable accommodation, posted positions will be reviewed with the injured employee. If the injured employee is qualified and meets the minimum physical requirements for a posted position, he/she will be hired for that position. When selected for the position, salary will be determined according to transfer guidelines.

2. If the injured employee refuses to accept a position which is offered, the injured employee's indemnity benefits may be suspended and/or the employee may be subject to termination.
3. If there is not a position available for the injured employee, the injured employee may be subject to separation from employment if the District does not have an available, vacant, posted position for which the employee qualifies and for which the employee can perform the essential functions, with or without reasonable accomodtion or for which providing accommodation would pose an undue hardship for the District.

III. Lost Time

- A. All injured employees who are not working must contact their Supervisor and the Risk Manager once a week to update his/her condition.
- B. Immediately upon release to return to work, the injured employee shall notify his/her Supervisor and the Risk Manager. Failure to provide immediate notification shall subject the injured employee to discipline including termination.