



## TRANSITIONAL DUTY

The District strives to promote successful recovery from any work related personal injury or a serious medical condition and recognizes the importance of a transitional work assignment in assisting an employee's return to the normal course of employment in as short a time period as possible. The transitional work program maintains established work habits, aids reintegration into the work environment, and assists the injured employee back to full duty requirements as documented in the position description.

The District has developed these guidelines for supervisors to follow when an employee returns to work with restrictions:

- reporting for transitional temporary reassignment that is offered by the District is mandatory once the employee's physician indicates a release to modified duty for a work related injury;
- modified duty will continue until the employee is released to regular job duties by the physician or has reached an end of healing as it relates to the work related injury;
- temporary, transitional work may be in another building, and scheduled hours may be changed to meet the needs of the temporary assignment;
- in no event shall the length of transitional or modified work assignment exceed ninety (90) calendar days; and/or
- it is the responsibility of the employee to notify the direct supervisor/principal if the work assigned exceeds the restrictions placed on the employee by the physician.