Fort Worth ISD | Health Services Department
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Return-to-Work Process

Overview

The return-to-work process aims to facilitate the return of an employee – often someone who has a personal medical leave of absence, or is recovering from an illness or injury – to their job as soon as medically feasible. For additional information, reference District Board Policy DEC available at:

https://pol.tasb.org/PolicyOnline/PolicyDetails?key=1101&code=DEC#regulationsTabContent.

Return to Work Following a Personal Medical Reason with No Restrictions

Employees who are absent for a personal medical reason extending a period of ten (10) or more consecutive workdays must apply for a leave of absence. An employee granted leave for a personal medical reason must report to and receive clearance from the Health Services Department before returning to work. The employee must have a health-care provider's written statement or release confirming the specific dates of the illness, restrictions, if any, and the date the employee may return to work.

Obtaining Clearance to Return to Work from Health Services (No Restrictions)

1. The employee applies for a leave of absence. Confirmation that the leave request was approved is provided by Leaves and ADA Management.
2. The employee obtains a health-care provider's release to return to work.
3. The employee completes a Return to Work Information Form.
4. The employee submits return to work documents to emp.health@fwisd.org.
5. Health Services will send an email to the employee clearing the employee to return to work.
6. The employee reports to their work location.

Return to Work with Medical Restrictions

Employees who have medical restrictions must report to the Health Services Department. The employee must have a health-care provider's written statement listing the employee's specific restrictions, limitations, and the duration of restrictions. When restrictions are expected to last less than six months, Health Services in conjunction with the employee's supervisor will make the final determination as to whether the employee will be permitted to return to work.

Obtaining Clearance to Return to Work from Health Services (With Restrictions)

1. The employee obtains a health-care provider's written statement listing the employee's specific restrictions, limitations, and the duration of restrictions.
2. The employee completes a Return to Work Information Form.
3. The employee submits both documents to emp.health@fwisd.org.
4. If the restrictions will be accommodated,
    a. Health Services provides a modified duty agreement for the employee to sign
    b. Health Services will send an email to the employee clearing the employee to return to work
    c. The employee reports to their work location
5. If the restrictions are recommended for more than six months, permanent and/or not accommodated by the supervisor; the employee will be referred to Leaves and ADA Management.