**REWARD TOOL #2 – SAMPLE RETURN-TO-WORK POLICY**

Sample 1:

Company Letterhead

Date:

TO: All Employees

(Company Name) values its employees and commits to providing a safe and healthy work environment for them. Illnesses and injuries might still occur occasionally, and when an employee has a work-related, compensable illness or injury, our policy is to try to provide opportunities for every employee to remain at work or return to work as soon as medically possible.

(Company Name) will work with the recovering employee and the authorized treating physician (selected from the panel provided by (Company Name)) to identify transitional job assignments when the employee is not able to do all or part of their regular work during their recovery. Traditional job assignments for meaningful and productive work will be temporary and based on information provided by the employee’s authorized treating physician. We believe this approach will help our employees to come back to work sooner, which is our goal. This also means our employees will be able to return to their pre-injury wages and benefits sooner.

This policy applies to all employees who are unable to perform part or all their regular work duties from a compensable, work-related injury or illness. All employees are expected to fully cooperate in the safe and timely return to work when they are injured.

Chief Executive Officer Signature Date

Sample 2:

(Company Name) values its employees and commits to providing a safe and healthy work environment for them. Illnesses and injuries do occur, and when an employee has a work related, compensable illness or injury, our policy is to provide opportunities for every employee to remain at work or return to work as soon as medically possible. This policy applies to all employees and will be followed whenever possible.

(Company Name) will work with the recovering employee and their physician to identify transitional work when the employee is not able to do all or part of their regular work while recovering. Transitional job assignments for meaningful and productive work are temporary and based on information about the employee’s physical abilities provided by the employee’s physician (selected from the panel provided by (Company Name)), the business needs of (Company Name), and the availability of alternate work. (Company name) reserves the right to determine how long the transitional job will continue.

If the physician releases the employee to return to work for a transitional job, the employee shall obtain a Release to Return to Work that includes the physician’s opinion of the physical demands that the employee can meet in a transitional job assignment. The employee must make sure that they do not work outside either the duties of the transitional job assignment or the physician’s restrictions while in a transitional job.

The Return to Work coordinator (or name of the person who has the responsibility for the company’s return-to-work program) will monitor the employee’s case to assess the employee’s progress and to make changes if warranted.

Chief Executive Officer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Worker acknowledgment

\_\_\_\_ I have read the policy and was given an opportunity to have my questions answered.

\_\_\_\_ I agree to comply with the policy and its procedures.

\_\_\_\_ I understand failure to follow this policy might affect the continuation of my transitional job-duty assignment.

Employee signature Date