

Light Duty Work Policy Template

[Company's] goal is to assist employees to return to work at the earliest date possible following an injury or illness. This Light Duty Work Policy outlines under what conditions an employee would be eligible, as well as the benefits to both the employee and [Company]. All full-time and part-time employees are eligible under this policy.

This policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA). Inquiries about the ADA or FMLA should be directed to the human resource (HR) department.

Light Duty Work

[Company] defines Light Duty Work as temporary, modified, and transitional work duties within the employee's physical and mental abilities. When possible, light duty work will be available to injured workers to reduce their time out of work. Light duty work is not guaranteed and [Company] makes no promise of offering light duty work.

In the event an employee refuses light duty work (outside the employee's FMLA benefits period) and the employee satisfies the restrictions and ability to perform the light work duties, [Company] is under no obligation to provide employment.

Applying for and Performing Light Duty Work

Upon receipt of a doctor's note releasing the employee back to work, the employee may be provided with a temporary position for light duty work. The employee will receive a job description along with goals and objectives for the role.

Together with the employee, [Company] will determine appropriate work hours based on the employee's ability to perform the temporary position. [Company] reserves the right to determine the availability, appropriateness, and continuation of all light duty work positions.

Managers will routinely monitor work performance to ensure the employee is meeting the expectations of the role and not exceeding the requirements set forth by the employee's healthcare provider. The employee will review their progress and ability to transition back to full-time work duties after 120 days. Should an employee require additional time to recover, an additional 120 day extension may be provided at the sole discretion of [Company].