

Transitional Return to Work Informational Guide
University of Louisiana at Lafayette
Safety Meeting – January/February 2021

Purpose of a Transitional Return to Work Program is to establish a process for University employees injured on the job to safely resume their employment. The University will make reasonable efforts to help place employees returning to work into a meaningful assignment, which they can perform while on light or limited duty on a temporary basis. The objective of the University is to return injured employees to gainful employment as soon as medically possible after a job-related injury or illness. The goals of the Transitional Return-to-Work program are as follows:

- A. Provide for an employee's earliest possible safe return to work for job related injuries or illnesses.
- B. Give options in returning to work, other than being able to return with a full duty release.
- C. Retain qualified employees within state government thus utilizing their training and expertise.
- D. Facilitate a safer working environment by taking more responsibility for injured employees.
- E. Reduce medical costs of Worker's Compensation claims due to extended work absences.
- F. Reduce the duration of time needed for employees to transition back to full duty.

This applies to University employees who are eligible to receive and are receiving Workers' Compensation benefits from the University; are off work as a result of work-related injuries, illnesses, or diseases; and have their treating physician's approval to return to transitional/light duty or work.

When reviewing an individual employee's eligibility for return-to-work options, an assembled team will assess the job task of the employee's position, identify transitional tasks that can be performed within the physical restrictions, identify other tasks that can be performed, and review tasks that would return an employee to gainful employment.

Before returning to work, a meeting with the employee to review the plan and sign the Offer of Modified Work will occur. This contains a copy of the physician's orders pertaining to work allowances or release with restrictions, the return to work date, the duties required to perform, the hours of work, who the employee will report, and the duration. The transitional assignment should be offered for the length certified as necessary, but usually up to one year. A review with the employee's supervisor on the "transitional" work plan will be conducted every 30 days to determine if the employee is still in "transition" based upon physician's recommendations. If at the end of the transitional duty period, if the employee is not fully recovered and/or able to perform all of the essential functions of his/her regular position, he/she shall return to Worker's Compensation status, return to a leave of absence, and shall not be eligible for an additional transitional duty period.