

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: MODIFIED DUTY ASSIGNMENT DUE TO NON-WORK-RELATED INJURY/ILLNESS
POLICY NUMBER: HR-18.02
EFFECTIVE DATE: February 2003
SUPERSEDES: N/A
LAST REVISION DATE: April 2010

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) to allow employees' who are absent from work due to a non-work-related injury/ illness to return to work on a temporary, modified duty assignment as soon as possible. Modified duty assignments may be modifications in employees' usual duties and/or responsibilities or it may be a temporary assignment of different duties within the organization.

ELIGIBLE EMPLOYEES:

All full-time and part-time employees in classified and unclassified positions, except for temporary employees [time-limited duties not expected to exceed nine (9) months] and hourly employees are eligible for modified duty assignments.

TIME FRAMES:

- I. Modified duty assignments may be made for the length of time that is determined necessary by the attending health care provider, not to exceed sixty (60) calendar days within a 12-month period.
- II. Management has the option of extending the modified duty assignments for up to ten (10) calendar days beyond the 60-calendar day limit, if the additional time is needed to make work-related arrangements for the employees.

PROCEDURES:

The following guidelines have been developed to implement a modified duty assignment program.

- I. Eligible employees who are medically released by the attending health care provider to return to work with temporary restrictions should be considered for modified duty.

NOTE: A modified duty assignment may be requested by the employees or required by the managers.

SUBJECT: Modified Duty Assignment Due to Non-Work-Related Injury/Illness

Policy #: HR-18.02

Page 2 of 3

- II. Each employee should be evaluated individually for a modified duty assignment based on the following:
 - A. Limitations established by the attending health care provider
 - B. Skills of the employee
 - C. Needs of the organization
- III. Modified duty assignments require a signed medical statement from the attending health care provider, which identifies any work-related limitations and the expected length of time for the limitations.
 - A. If additional information is needed, the employee will be given the Attending Physicians' Statement of Functional Capability Form to be completed by the attending health care provider.
 - B. A completed Detailed Job Analysis Form 595 or other relevant job description information will be attached to assist the attending health care provider in completing a medical evaluation in relation to the essential functions of the position.

NON-COMPLIANCE:

If an employee refuses to report for (or otherwise through their actions decline) modified duty assignments when properly released by the attending health care provider, supervisors should notify the Human Resource Manager. Employees may be subject to disciplinary action, up to and including separation from employment.

EXPIRATION OF MODIFIED DUTY ASSIGNMENT:

- I. At the expiration of the modified duty assignments, the employee will be returned to regular duties and responsibilities with or without reasonable accommodation if approved by the attending health care provider.
- II. If the attending health care provider does not release an employee for unrestricted duty at the expiration of the modified duty assignment, the employee must request the appropriate leave or leave of absence without pay to cover the absence from work. An employee who does not appropriately request approval for absence from work may be subject to disciplinary action, up to and including separation from employment.

FAMILY MEDICAL LEAVE:

Employees are to be placed on available family medical leave (FML) when absent from work due to a non-work-related injury/illness which also qualifies as a serious health condition under FML. This includes absences from work while employees work on an intermittent or reduced schedule as part of a modified duty assignment.

SUBJECT: Modified Duty Assignment Due to Non-Work-Related Injury/Illness

Policy #: HR-18.02

Page 3 of 3

APPROVAL SECTION:

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