

ODOC RETURN TO WORK PLAN AGREEMENT

ODOC provides transitional return to work assignments for eligible employees temporarily unable to perform their usual and customary job duties due to a work related or non-industrial illness or injury. This Return to Work Plan (RTW) formally documents the temporary assignment made in order to allow the employee to return to work safely based on the treating health care provider's temporary restrictions. Agreements made in this plan are based on the interactive process between the employee and the supervisor. RTW assignments may last up to 180 days.

Employee Name:	
Regular Job Title:	Supervisor Name:
Department:	

On _____, Dr. _____ has indicated the temporary work restrictions listed below:

Employee's Responsibilities:

- Observe all work, attendance, and safety rules at your work location.
- Work within the restrictions recommended by the treating physician.
- Obtain approval for any overtime from your supervisor in advance.
- Notify your supervisor of medical and related treatment appointments three days prior to the appointment and schedule appointments during non-work hours when possible.

Supervisor's Responsibilities:

- Insure that duties assigned are within the physician restrictions.
- Contact the HR immediately in the event of performance or attendance problems.

Perform essential functions of _____ (if different than regular job). Attach Job Description

By signing this Agreement, the employee and supervisor acknowledge their responsibilities and agree to follow the restrictions listed above. The purpose of the temporary assignment is to provide ODOC employees the opportunity to continue to work while recovering from an injury or an illness. This RTW does not represent a permanent change in the employee's job description.

Employee's Signature

Date

Supervisor's Signature

Date