

RETURN TO WORK POLICY

When an employee is off work due to an occupational illness or injury, StaffCo is responsible for facilitating the employee's earliest return to productivity.

ELIGIBLE EMPLOYEES

To be eligible for the return-to-work program the employee must:

- Have an occupational illness or injury which makes him / her unable to return to previous assignment.
- Be capable of carrying out work of a lighter or modified nature as evidenced by a written statement from a physician.

EMPLOYEE CONTACT

Supervisory personnel will contact the employee at least weekly for an update regarding the employee's condition and expected recovery date.

- The employee is encouraged to attend any company or work-related meetings or training sessions if the employee is physically able.
- While the employee is recovering, the supervisor maintains contact with the treating physician.

TEMPORARY DUTIES - LIGHT OR MODIFIED DUTY

The duties must be a temporary modification of the employee's regular duties. One option is part-time work with gradually increasing hours.

- The supervisor or employee secures the physician's written approval of the proposed duties.
- Modified duty work is to be defined in writing with an appropriate time limit.
- The supervisor offers the temporary duties to the employee.

ADJUSTING DUTIES

The supervisor or employee contacts the physician at the end of each time limit and asks whether the employee has an increased physical capacity. Hours and duties are adjusted accordingly until the employee returns to regular duties.