Policy ID: ADM-HUM-64 Status: C

Title: Light Duty Placement Policy

Description: Guidelines to provide light duty opportunities for workers recovering from injury or illness.

Category: Human Resources

Applies to: Staff,Faculty

Contact: Human Resources

Environmental Health & Safety

Purpose: The University of Central Oklahoma recognizes the value of permitting employees returning from an illness or injury to temporarily work on a light duty basis. The University will strive to arrange for a temporary work assignment for employees unable to perform their regular job duties due to work-related or non-work related injuries, illness or recovering from surgery. Light duty placement may include a reduction in full time equivalency, limiting or altering duties in the employee's existing position, or temporarily reassigning the employee to another position which he or she is qualified and capable to perform. Reductions may be supplemented with Workers' Compensation or other paid leave for which the employee may qualify.

Policy Statement: The employee will be expected to accept any light or modified duty which is available if:

1. The employee has a written physician's statement which states that the employee is physically eligible for light duty and there is favorable prognosis of returning to full duty status in the near future,
2. There is a position, job, or duty available within the University which the employee has the ability to perform, and that qualifies as light duty pursuant to the employee's physician's statement, and
3. The employee has vocational skills, work experience and/or abilities that would qualify them for the modified position.

In the event the provisions and requirements listed above have been met, the Workers' Compensation Coordinator or Human Resources Benefits Coordinator may then direct the employee to a light duty assignment within their regular department, or within another department of the University.

An employee who refuses a light duty assignment which meets the requirements of the physician's statement may have their Temporary Total Disability (TTD) benefits under workers' compensation terminated and/or lose their University paid leave status.

In the event that a subsequent medical evaluation indicates no possibility of future assignment to full duty, or in the event there is no longer a temporary duty available for the employee, the employee may be required to return to a workers' compensation TTD status or University leave with or without pay.

Light duty assignments are not intended to supersede policy guidelines related to intermittent Family Medical Leave Act benefits.

A light duty agreement shall be signed by the employee, the employee's physician and the employee's supervisor.

The University reserves the right to offer or retract light duty at its discretion.

Glossary of Terms:

Legal Citation:

Campus Links:	Modified Duty Agreement
FAQs:	
Formerly known as:	

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