

# Town of Windham

## Return-to-Work Policy

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### I. Policy Statement

The Town of Windham is committed to the well-being and safety of our employees. We have implemented a Transitional Duty/Return to Work Policy to return all employees to work after a work-related injury, as soon as it is safely and medically possible.

### II. Objective

The Town will make every effort to provide transitional return to work duties and assignments to our injured employees. Transitional work is defined as temporary modified duties within the employee's physical abilities, knowledge, and skills.

### III. Requirements

Transitional duty work assignments will be developed based on

- the employee's known physical condition as defined by the Town's preferred provider's treating physician; and
- the employee's physical restrictions as determined by the preferred provider; operational needs; and the availability of transitional duty.


The Town will determine appropriate work hours, shifts, duration, and locations of all work assignments. The Town reserves the right to determine the availability, appropriateness, and continuation of all transitional work assignments.

It is possible that an employee may be assigned transitional duty in a different department depending on the restrictions set forth by the authorized treating physician. If an employee is off work more than one week due to a work-related injury or illness, he/she must contact the Human Resources Director at least once per week to provide updates on his/her medical status and probable return to work date.

Transitional duty is temporary and is based on the expectation that the employee will be able to resume all the essential functions of the position. Accordingly, the length of time allowed for transitional duty will be decided on a case-by-case basis.

This Transitional Duty policy has been designed with the employee's best outcome in mind. Our employees are a valued part of the Town and we believe transitional duty will reduce financial hardships often caused by work-related injuries.

APPROVED: \_\_\_\_\_

  
Barry A. Tibbetts  
Town Manager

Date: \_\_\_\_\_

