



## Policy HR 12.13 Return to Work

Adopted by the Library Board of Trustees: 01/24/2013  
Revised: 02/23/2017

### **1. Returning to work with no restrictions**

Before being allowed to return to work, an employee who has been away from work for longer than five (5) days due to an injury or illness will normally be required to provide a written statement from the appropriate medical personnel certifying that the employee is able to resume his or her job duties, or specifying any limitations on his or her performance of any duties of the position.

### **2. Returning to work with restrictions or limitations**

When the employee returns to work with restrictions or limitations placed on his/her ability to perform the job, the employee is required to obtain written documentation from the appropriate medical personnel regarding the restrictions and limitations the employee must observe. In most cases, the Return to Work form is the best way for the medical provider to articulate the employee's limitations and restrictions and their duration. If additional or different documentation best suits the employee's condition, the employee may choose to forego the Return to Work form. However, it remains the employee's responsibility to provide to NOLS with written certification from his/her medical provider that clearly describes the restrictions and limitations and their duration. It is also the employee's responsibility to fully understand the certification.

If an employee experiences an accident, illness or condition that imposes medical restrictions on the employee's ability to do his/her job tasks as usual, even if the employee has not been absent for more than five (5) days, a written statement from the appropriate medical personnel will be required.

### **3. Reasonable accommodations will be sought**

When restrictions or limitations on an employee's ability to perform the job exist, NOLS, in cooperation with the employee and any medical personnel, will determine if there are any reasonable accommodations that it can make to enable the employee to return to work and perform the essential functions of his or her job.

### **4. Physical examination may be required**

The Library may require a physical examination at Library expense, performed by a physician or physicians of its choice, to determine when the employee can return to work and if he/she is capable of performing the duties of the position. This requirement applies to all employees who have been unable to perform their duties for an extended period of time, whether their injury was initially work-related or not.

## **5. Administration**

The Library Director of designee is responsible for administering this policy.