

Lost Time, Transitional Work and Restricted Duty Policy

6/12/14

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Purpose: To provide practical guidelines that outline the basic steps for transitional work and restricted duty from point of injury to successful return to work while reducing lost time and lowering workers' compensation rates.

Scope: All Wayne County employees who may have been injured while at work.

I. Post Injury

A. Supervisor / Department Head / Safety Committee Member

1. Complete Accident Report
2. Complete "Supervisor Report of Return to Work" form.
3. Forward each to Safety / Loss Control Manager within 24 hours.

B. Safety / Loss Control Manager

1. Determine whether lost time or transitional work / restricted duty.
2. Continue to monitor all physicians reports referring to restrictions and return to work full duty status.

II. Lost Time (Workers' Compensation / Self Insurance Standards)

- A. An injury is considered lost time when the employee misses eight (8) days of work.
- B. Sick time must be used (if available) for those 8 days. If not, FMLA may be used.
- C. If lost time goes beyond fourteen (14) days, the first eight days will be paid.

- D. A “Supervisor Report of Return to Work” will be completed once weekly until the employee returns to work full duty.
- E. For the first 12 weeks an employee is off work, they will receive 72% of their full weekly wage (FWW).
- F. After the 12th week, they are paid 66 2/3 % of their average weekly wage (AWW). This is calculated by taking an average of their wages for 52 weeks prior to the injury.

III. Transitional Work

Transitional work is when the employer cannot accommodate the physicians restrictions and may provide the employee with another job option not related to their regular duties. This may be provided by another department and / or at a different location.

- A. The employee shall receive the same rate of pay as before the injury.
- B. A “Supervisor Report of Return to Work” will be completed once weekly until the employee returns to work full duty.

IV. Restricted Duty

Restricted duty is when the employer can accommodate the restrictions set forth by the physician at their regular job.

- A. The employee shall receive the same rate of pay as before the injury.
- B. A “Supervisor Report of Return to Work” will be completed once weekly until the employee returns to work full duty.