

# TRANSITIONAL DUTY

## A guide for Employers and Employees

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### What is Transitional Duty/ Light Duty or Temporary Modified Duty?

- Transitional Duty is an individualized short-term work assignment for employees who have temporary medical restrictions that preclude them from performing one or more essential functions of their regular job title.
- Transitional work assignments allow employees with temporary work restrictions to return to a work environment with minimal time off, allowing the employee to gradually transition to perform an expanded range of their essential job duties through his/her recovery process as he/she demonstrates physical improvement (properly documented by their treating physician).
- Transitional Duty is generally re-evaluated every 30 days, or after medical appointments. Treating Physicians will indicate the injured/ill employee's current physical abilities at each medical appointment or no later than every 30 days of treatment.
- Transitional Duties are designed around the company's needs, the employee's temporary physical abilities and vocational skills, and external factors such as bargaining agreements.

### What types of transitional duty exists?

There are two (2) basic types of Transitional duty: Restricted Duty and Alternative Duty

- *Restricted Duty*- Consist in the short-term elimination of job functions the injured/ill employee is unable to perform due to temporary medical restrictions.
- *Alternative Duty*- Consists of duties that are not part of the employee's regular body of work.

### When can the ill/injured employee return to work?

The decision of returning to work in a transitional work program is a joint effort between the treating physician, the employer, the case management personnel and the insurance representatives. After each doctor's visit, the treating doctor will send a detailed progress report to the claim's adjuster handling the case. Such report will include the return-to-work status, medical plan of action, and temporary physical limitations. A copy of written work-status and limitations is also provided to the injured/ill employee and the conclusion of each medical appointment. It is recommended that the injured/ill employees inform their employer and claim adjuster of work status and physical limitations immediately following each medical appointment.

### What if the Employer is unable to provide Transitional Duty available?

The employer's ability to provide temporary accommodations is usually re-evaluated every 30 days. In some circumstances the case management organization may help identify a suitable volunteer opportunity that meets temporary physical demands. Temporary work assignments help the employee recover stamina and conditioning to perform their regular job on a full-time basis.

*References available upon request*