

Facilities & Services Policies, Procedures, and Guidelines

**Purpose:** It is in the best interest of F&S and our employees to facilitate the expedient return of workers to full duty after being absent due to injury, illness, or other medical condition, either work-related or non-work related. This procedure explains the responsibility of such an employee and when the employee may return to work.

**Owner:** Human Resources, Diversity & Strategy

**Procedure:**

**1. Released to Work with No Restrictions**

If the employee is released to return to work and can perform all of the essential functions of his/her pre-injury position, then the employee will provide the Employee Relations/Human Resources (ER/HR) representative a copy of the work release documentation, that clearly states the date the employee may return to work "WITHOUT RESTRICTIONS" or "NO RESTRICTIONS" and the ER/HR representative will schedule a meeting with the employee's supervisor to coordinate the return to work date. Once a date is established, the supervisor will then contact the employee and provide him/her with the return to work date. The ER/HR representative will inform the employee that he/she will be contacted as to when he/she may report to work.

**2. Released to Work with Restrictions**

If the employee is released by his/her physician to return to work with restrictions, the employee will provide the ER/HR representative with a copy of the return to work documentation on hospital/clinic/medical office letterhead. The ER/HR representative will contact the employee's supervisor and have a conversation about the documentation presented by the employee. The ER/HR representative will inform the employee that he/she will be contacted as to when he/she can report back to work. The employee's supervisor will review the documentation/restrictions set forth by the physician and will make a determination if he/she will be able to accommodate the restrictions. If the supervisor is able to accommodate the restrictions, he/she will provide the ER/HR representative with a date the employee can return to work. Once a date is established, the employee's supervisor will contact the employee and provide him/her with the return to work date.

**3. Unable to Return to Work**

- If the employee is unable to report for work, the employee must contact his/her department weekly to report on his/her medical status.
- While the employee is off work, it is the responsibility of the employee to provide ER/HR with a current telephone number and address where the employee may be reached.
- The employee is required to notify ER/HR within 24 hours of changes in his/her medical condition.

**Contact:** Eric Smith [eas@uillinois.edu](mailto:eas@uillinois.edu) , 217-244-1394