

Sumter District Schools

Procedures for Return to Work Following a Medical-Related Absence (Not Workers Compensation Related)

A return to work will be required for:

Any illness, injury, impairment, physical or mental condition that involves in-patient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility or out-patient care.

Any surgery that is performed in-patient or out-patient.

Any illness that requires an absence of 10 working days or greater.

Procedures:

1. The employee must obtain Return to Work paperwork from the Human Resources Department.
2. The employee's doctor must complete the Return to Work paperwork as related to the employee's job description.
3. The employee must return the paperwork to the Human Resources Department prior to coming back to perform his or her duties.
4. Determination will be made regarding the employee's return to work as follows:

The employee is able to return to work and perform all essential functions of his or her job with no restrictions

The employee is able to return to work and perform all essential functions of his or her job with restrictions (A committee consisting of 3 administrators will determine if the essential functions of that job can be completed given the restrictions. Those administrators can consist of the site administrator, Risk Manager, Human Resources Administrator, Business Services Administrator, or District Director. If an employee returns to work with restrictions then any injury resulting from job performance related to the previous injury cannot be claimed as a worker's compensation related injury. If the employee feels that he or she cannot do his or her duties without risk of injury he or she may use his or her own paid leave time, apply for FMLA, or a leave of absence.)

(The employee must sign a form indicating that he or she understands that he or she is returning to work with restrictions and that any re-injury will not be filed under work comp.)

The employee is unable to perform all essential functions of their job. (The employee must continue to use his or her own paid leave, apply for FMLA, or leave of absence.)

5. The Human Resources Department will notify the employee and his or her supervisor of the return to work determination.
6. **The employee must notify the school secretary and payroll department immediately upon returning to active employment. Failure to do so could result in the delay of payroll processing.**