

June 2008

**POSTMASTERS /OIC'S
MANAGERS/SUPERVISORS
BAY-VALLEY DISTRICT**

LIGHT DUTY PROTOCOLS

Existing Light Duty Assignments

The Installation Head or designee should identify all employees currently in Light Duty assignments in the office. If the employee's medical statement is not current the employee must provide a medical statement from a licensed physician or a written statement from a licensed chiropractor. This documentation should include, when possible, the anticipated duration of the convalescence period. Employees agree to submit to a further examination by a physician designated by the Installation Head or designee, if that official so requests.

This documentation, along with the date of initiation of the Light Duty assignment, is to be forwarded to the Occupational Health Office for tracking and filing in the Employee's Medical File. Failure to submit updated medical information may result in denial of the continued Light Duty assignment.

The Occupational Health Office personnel should review all new medical documentation and benchmark the information against established occupational medicine standards. The Installation Head or designee, after working with the Occupational Health Office and ensuring compliance with Article 13 of the National Agreement and any Local Memoranda of Understanding, should initiate the appropriate action regarding the current assignment. The determination of approval or denial of Light Duty must be provided in writing to the employee. The expiration date of the Light Duty assignment should be incorporated in this document with instructions to the employee about the requirement to provide updated medical information to support continuation of Light Duty prior to the expiration date.

All employees in current Light Duty assignments should be entered into the District Light Duty tracking system. The supervisor, Installation Head or designee must provide the Occupational Health Office with the required information as indicated in the tracking sheet (Employee Name, Employee ID, Installation Name, Position Title, and Work Location/Tour). This tracking system should include the date of initiation of the Light Duty assignment, the expiration date, and the responsible supervisor's name and phone number.

New Requests for Temporary Light Duty Assignments

Every request for temporary Light Duty must be submitted in writing to the employee's Installation Head or designee and must be accompanied by a medical statement from a licensed physician or a written statement from a licensed chiropractor with the anticipated duration, when possible, of the Light Duty assignment.

The Installation Head or designee must determine the availability of temporary Light Duty work within the office in accordance with Article 13 and Local Memoranda of Understanding requirements and provide a written response to the employee, either approving or denying the request. If approved, the response should outline the work assignment and duration of approved Light Duty. Denial letters should outline the reason for denial. Both letters must be signed by the Installation Head. The Supervisor is responsible for tracking the expiration date of each employee's Light Duty assignment and for notifying each employee of the expiration date.

All medical documentation along with the approval or denial letters is to be forwarded to the Occupational Health Office for tracking and placement in the Employee's Medical Folder (per Management Instruction EL-860-98-2). The Occupational Health Office will assist the supervisor, Installation Head or designee by reviewing the medical documentation to benchmark the request against established occupational medicine principles. If medical restrictions or duration of the request are questioned, the Occupational Medical personnel should submit questions to be addressed by the employee's treating provider and the employee should be informed that a determination about the request cannot be provided until such questions are answered. The occupational medical personnel may contact the employee's treating provider for clarification only after obtaining a written release from the employee. Light Duty assignments should be terminated if the employee fails to provide acceptable updated medical documentation.

The Occupational Health Office will establish a tracking process for all Light Duty assignments in the District, which includes both approved and denied requests. The supervisor, Installation Head or designee must provide the Occupational Health Office with the required information as indicated in the tracking sheet (Employee Name, Employee ID, Installation Name, Position Title, and Work Location/Tour). Approved requests should include the initial assignment date, expiration date, and responsible supervisor, Installation Head or designee with phone number. The tracking file report should be submitted to the Installation Head or designee at the end of each pay period.

When the Light Duty assignment expires the employee must return to regular duty or submit new medical documentation supporting the need for continuation of Temporary Light Duty. The employee's Light Duty assignment should be terminated if the employee fails to provide requested medical documentation. All requirements of written response by the Installation Head and review by occupational medical personnel continue to apply when continuation of Temporary Light Duty is requested.

In situations where continuing light duty may pose a **medical risk** to an employee, seek the advice of the Medical Unit **before** determining whether there is no work available within the employee's medical restrictions and sending the employee home.

Light duty assignments are a day-to-day assessment of available necessary/productive work. No employee is to be sent home without an explanation as to the reason(s) thereof. Refer to the DRAC process in situations where there is **NO** light duty work unavailable on a continuous basis.

District Reasonable Accommodation Committee (D-RAC)

If medical documentation indicates that the employee's medical condition mandates permanent restrictions or that the condition may be a qualifying disability under the Rehabilitation Act the Supervisor or Installation Head or designee should be notified so a referral to the District Reasonable Accommodation Committee (D-RAC) can be initiated.

New Requests for Permanent Light Duty Assignments

Employee requests for Permanent Light Duty must be submitted in writing and shall be accompanied by a medical certificate from a physician designated by the Installation Head or designee giving full evidence of the physical condition of the employee, the need for reassignment, and the ability of the employee to perform other duties. The Installation Head or designee will determine the availability of Permanent Light Duty assignments within the office pursuant to the requirements of Article 13 of the National Agreement and Local Memoranda of Understanding. If the request is approved, the Installation Head or designee will provide a written response to the employee, outlining a task assignment. If the request is denied the Installation Head or designee should initiate a discussion with the employee explaining options including a request for reasonable accommodation through referral to the District Reasonable Accommodation Committee (D-RAC) and provide a written denial response to the employee. The Installation Head or designee must sign both letters.

All medical documentation and the approval or denial letter must be submitted to the Occupational Health Office for tracking and placement in the employee's medical file. The Occupational Health Office will assist the Installation Head or

designee by benchmarking the submitted medical documentation against established occupational medicine principles. Permanent Light Duty assignments should be entered in the Light Duty tracking system.