

**Instructions to Request Temporary Light Duty
Off the Job (Non-Occupational) Injury and/or Illness**

BAY-VALLEY DISTRICT

Full-time regular or part-time flexible employees who are recuperating from a serious illness or injury and are temporarily unable to perform the assigned duties may obtain temporary Light Duty by submitting a written request to the Installation Head, in accordance with Article 13 of the National Agreements. The availability and type of Light Duty work may be affected by any applicable Local Memoranda of Understanding.

To Request Light Duty You Must:

- Submit a written request for Light Duty to the supervisor and/or Installation Head
- Include with the request a medical statement from a licensed physician or a written statement from a licensed chiropractor, including the anticipated duration of your limitations (Sample Light Duty Work Evaluation for attached for review)
- If Light Duty work can be obtained, provide periodic medical updates.

In Response to the Request:

- Provide suitable productive work on a temporary basis within the office to the extent that work is available.
- If no suitable productive work is available, the employee will be informed in writing, explaining the reasons why.
- Maintenance of all confidential medical information will be filed in your EMF, tracked for accuracy, and maintained in the Occupational Health Division.

If Light Duty Is Not Available in the Office You May:

- Consult with the Installation Head of the assigned office/pay location