



Current Date

XXXXXXXXXXXXXX
Timbucktoo Station
Oakland CA 94611-9991

Subject: Light Duty Request

I am in receipt of your letter dated May 29th, 2007 requesting light duty received at this office on May 30, 2007.

After careful review of your medical documentation and review of the Postal Service operational needs, I would like to extend to you the following light duty assignment:

Position:
Office:
Duties: Time:
SDO:
Restrictions:
Available:

Your reporting schedule and the work assigned to accommodate your medical limitations will be based on the needs of the service and the work that is available within your limitations. This light duty assignment does not guarantee eight(8) hours of work per day or forty(40) hours per week.

This temporary light duty assignment will be reviewed by the installation head or designee every 30 days or at any other time deemed appropriate by management. You are to notify management immediately if your medical limitations change or are modified in any way. If you continue to require the need to remain in a light duty status past the expiration of the approved Light Duty period, it is your responsibility to obtain and submit updated medical documentation. Otherwise, you will not be allowed to report for duty and will need to use your own leave during this period until acceptable updated certification is submitted.

Installation Head
cc: P. Munson, OHNA, Bay-Valley