



October 19, 2007

ALL POSTMASTERS, MANAGERS, AND SUPERVISORS
SAN FRANCISCO PERFORMANCE CLUSTER

SUBJECT: Management of Light Duty Requests – **Standard Operating Procedure**
Developed by: SF P&DC Medical Unit Staff

This SOP provides guidelines for managing employee light duty requests; specifically, how employee light duty requests are processed, monitored and documented from a medical standpoint. It is not intended to address the administrative process.

Definition of Light Duty: An assignment (temporary or permanent) of an employee partially disabled from a non-job related injury or illness. (EL505)

Background: Any full-time regular or part-time flexible employee recuperating from a serious illness or injury and temporarily unable to perform the assigned duties may voluntarily submit a written request to the installation head for temporary assignment to a light duty or other assignment. The request shall be supported by a medical statement from a licensed physician or by a written statement from a licensed chiropractor stating, when possible, the anticipated duration of the convalescence period. (EL912, article 13, assignment of ill or injured regular workforce employees)

Procedure

Employee Request:

- Requests for short-term light duty assignments (7 days or less) may be granted at the discretion of the manager without accompanying medical documentation.
- Employees requesting a light duty assignment longer than 7 calendar days must submit supporting medical documentation.

Acceptable documentation:

- Documentation should be provided by a physician, but may be accepted from licensed providers such as a clinical psychologist or chiropractor. All documentation must have the provider's signature with name, address & phone number clearly legible.
- A current medical update to include general diagnosis should accompany all light duty requests.
- Restrictions should be biomechanical and are not to include specific job duties.
- For non-biomechanical restrictions such as limited hours per day, only day shift, no overtime, etc, the treating physician should provide a written medical reason for the restriction which will be reviewed by the medical director.
- It is recommended that doctors use the SF07 (Light Duty Form) for the restrictions and provide the supporting medical documentation on a separate sheet which can be forwarded to the medical unit.

Updating Light Duty documentation:

- Updated medical documentation should be requested periodically. Management will determine the frequency based on regulations and in consultation with the Medical Unit.

Recordkeeping:

- Managers should not retain any medical documentation in their offices. Any documentation containing diagnosis, medical condition etc. should be forwarded immediately to the Medical Unit to be placed in the employee Health Record.
- SF07 Light Duty forms and all other documentation for light duty must be forwarded to the Medical Unit for tracking in the AICS system.

A handwritten signature in cursive script, reading "Winifred G. Groux".

Winifred G. Groux