



Weber County Human Resources Policy 4-500

Return to Work

I. Purpose

This Policy creates a balance between returning employees to work at the earliest date following a work-related injury or illness and the disruption caused by employees returning to work in a limited capacity.

II. Policy

Employees recovering from a work-related injury or illness who are unable to return to work and fully perform the essential functions of their jobs, with or without reasonable accommodation, may still be able to undertake an alternative, temporary, transitional position with the county until recovery is complete.

III. Procedures

1. An injured/ill employee may request to return to work on light or restricted duty.
 - a. The county has no obligation to create a light or restricted duty position and may deny the request.
2. Prior to or upon returning to work, the employee must submit a medical release signed by an authorized medical provider, which includes:
 - a. Medical release to return to work on light or restricted duty
 - b. A list of work limitations; and
 - c. Expected date of return to work with full recovery
3. Approval to Return to Work and Work Options
 - a. If a request for light or restricted duty is approved, the Risk Manager will provide the employee with written notification outlining the employee's work-related activities consistent with the employee's medical release.
 - b. It is the employee's responsibility to work within the limitations specified by the health care provider and to perform only the duties assigned as outlined in the approval letter.
 - c. The employee needs to communicate to the Risk Manager on any changes regarding the medical condition, concerns about light/restricted duty, and other concerns related to the workplace injury/illness.
 - d. An employee released for full duty will return to the same or a comparable position.

A light or restricted duty position will typically last no more than 90 calendar days. An employee who is unable to return to full duty at the end of the 90 calendar days may take paid or protected leave, if available, until they are released for full duty. The employee's department head has the ability to extend the 90 days if they see fit. The employee may consult with the Risk Manager to discuss other options available.

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4. An employee who refuses to return to work, either in their current position or on light/restricted duty, after being released by a health care provider may be terminated unless the employee is entitled to another type of qualifying leave such as FMLA, ADA or sick leave.

DATED this 26th day of April, 2022.

BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY:



Scott K. Jenkins, Chair

ATTEST:


Ricky Hatch, CPA
Weber County Clerk/Auditor


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Human Resources

Approved as to form and legality:


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