YOUTH SERVICES
POLICY

Title: Return to Work **Next Annual Review Date:**	**Type:** A. Administrative **Sub Type:** 2. Personnel **Number:** A.2.28
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References: Louisiana Workers' Compensation Act, Senate Concurrent Resolution No. 50 of The 1997 Regular Session of the Louisiana Legislature, Senate Bill No. 689 of the 1999 Regular Session of the Louisiana Legislature and Youth Services Policy Nos. A. 2.13 "Equal Employment Opportunity" and C.5.1 "Monitoring Activity B. Reports/Unusual Occurrence Reports"	
STATUS: Approved	
Approved By: *Simon Gonsoulin* *Assistant Secretary*	**Date of Approval:** 01/26/2005

1. AUTHORITY:

Acting Assistant Secretary of the Office of Youth Development as delegated on January 27, 2004 by the Secretary of the Louisiana Department of Public Safety and Corrections.

2. PURPOSE:

To establish a formal policy relative to an employee's return to work following a work-related injury or illness.

3. APPLICABILITY:

Undersecretary, Assistant Secretary, Deputy Assistant Secretaries, Probation and Parole Program Director, Human Resources Manager 2, and Facility Directors. It is the Unit Head's responsibility to ensure that necessary procedures are in place for the proper management and administration of this policy. The Human Resources Director of the YS Central Office will serve as the ADA Coordinator for Youth Services.

4. DEFINITIONS:

Unit Head - Facility Directors, Probation and Parole Program Director and the Deputy Secretary/Assistant Secretary or designee for Youth Services (YS) Central Office.

YS Central Office - Offices of the Deputy Secretary, Undersecretary of the Office of Management and Finance, Assistant Secretary of the Office of Youth Development and their support staff.

5. POLICY:

It is the Deputy Secretary/Assistant Secretary's policy to accommodate employees who sustain a work-related injury or illness and who are temporarily unable to perform the duties of their assignment, but who can, with medical clearance, perform the duties of another assignment. These employees will be accommodated by temporary placement (transitional duty) to such assignment whenever possible. Such temporary assignment shall not displace other employees from their job duties. This applies only to a temporary inability to perform all essential functions of the employee's regular position and not to a permanent inability to perform such functions. In accordance with YS Policy No. A.2.13 "Equal Employment Opportunity," YS cannot provide accommodation of this nature for a permanent disability.

When it is in the best interest of YS and the employee, similar strategies should be utilized for employees whose absence is a result of a non-work related injury or illness.

6. PROCEDURES:

A. An employee who is absent from work for thirty days or more due to a job related injury or illness may be required to provide an up-to-date Essential Functions Form and Medical Certification Form [see A.2.28(a)]. Re-certification may be required periodically thereafter as determined by the Unit Head on a case-by-case basis.

B. The unit's Human Resources Office will coordinate efforts as needed with the employee, the employee's health care provider, Office of Risk Management, supervisory personnel, the safety officer, the YS ADA Coordinator, and the Department of State Civil Service to facilitate the employee's return to duty in some capacity during the period of temporary disability.

C. A transitional duty assignment may last for a period of up to one year. If the employee is not fully recovered after this time, he will return to Workers' Compensation status and not be eligible for transitional duty.

D. Although every effort will be made to return an employee to duty as early as medically possible, YS does not guarantee alternative placement or the availability of a modified duty assignment.

E. The unit's Human Resources Office will submit monthly reports directly to the Office of Risk Management. The reports will include information about employees who are being accommodated during a period of temporary disability, following a work-related injury or illness, and the "return to work" status of each employee.

F. Employees who refuse to cooperate with YS and the Office of Risk Management may lose benefits provided by that office.

Previous Regulation/Policy Number: A-02-032 / A.2.28
Previous Effective Date: 08/15/2000 / 8/26/04
Attachments/References:

A.2.28(a).pdf