File: GBGE-R

WORKERS' COMPENSATION

RETURN TO WORK AND LIGHT DUTY ASSIGNMENTS PROCEDURES

Return to work and light duty assignments are implemented on a case-by-case basis.

When a health care provider has determined that an employee with a work-related injury must not return to his/her usual work or must have modified work assignment, it is the employee's responsibility to notify the Region immediately. The health care provider at time of determination should present the employee with the State of Maine Workers' Compensation Board Form ("M-1"). The employee should present a copy of the State of Maine Workers' Compensation Board Form – "M-1" to his/her Supervisor and/or Human Resources Assistant within 24 hours of receipt of said form.

The Human Resources Assistant and Supervisor along with the health care provider will determine if the injured employee is eligible for a light duty assignment based on the employee's work capacity stated on the "M-1." Light duty assignments may or may not be within the same department that the injured employee normally works.

When an employee with a work-related injury has been placed on a light-duty assignment, the light-duty assignment cannot last longer than 30 days without a review. Light duty assignments that last longer than 30 days will be referred to the Region's workers' compensation insurance claims adjuster for further evaluation.

In all cases, an employee must not return to normal duty without a work clearance from a health care provider.

1st Reading: March 16, 2006
2nd Reading: May 18, 2006
Adopted: May 18, 2006