

## NON-WORKER'S COMPENSATION

### STEPS TO FOLLOW WHEN ILLNESS or INJURY OCCURS THAT REQUIRES TIME OFF WORK OR WORK ACCOMODATIONS

1. **Employee is to notify his/her supervisor** there is need for time off work or reasonable accommodations to be made related to an illness or injury. (non-comp related)
2. The employee's supervisor may request written clarification per the ***RETURN TO WORK EVALUTATION*** form. This form provides details of the required accommodations and how it affects the essential duties of the job. This helps ensure the employee returns to work quickly and safely.
3. The supervisor will contact Debbi Miller (875-5628), the teacher (if appropriate), and if needed the school nurse to collaborate appropriate ways to accommodate recommended restrictions for a quick and safe return to work.

#### THE EMPLOYEE:

The **EMPLOYEE** has the responsibility to:

- **Print and take a copy of their job description** with them to the physician or health care provider making the recommendations for time off work or return to work with restrictions.
  - Your job description that can be found at [www.giresd.net/page/543](http://www.giresd.net/page/543).  
(If the job description is unavailable, the employee should contact his/her immediate supervisor.)
- **Print the Return to Work Evaluation form and fill out the top portion** (part1)
  - This form is found at [www.giresd.net/page/543](http://www.giresd.net/page/543).
- *Provide the physician or the health care practitioner with **both** the Return to work evaluation form and your Job description* so appropriate considerations will be made for safe suggestions for you to return to work as quickly and safely as possible
- Once the Return to Work form is completed, *you need to return it to **your Supervisor**.*
  - This can be done either by fax or hand delivery.
- **If follow up appointments/therapies are need these will be scheduled outside the work day.**

**The supervisor** will review the completed form, sign and then forward to Debbi Miller.

- Restrictions will be reviewed and a plan for appropriate accommodations will be made.

**These Return to Work Evaluation1 must be returned to Debbi Miller no later than 24 hours after these steps are completed**

GIRESD will determine the employee's ability to return work based on the job description and the listed restrictions

If FMLA is appropriate, Debbi Miller will contact the employee to discuss the appropriate steps and paperwork for this to this process to be started.