**Sample Transitional Duty Policy**

**Scope**

Our company’s Transitional Duty Program is established to provide continuous employment for employees who cannot perform all job functions temporarily because of a work-related injury or illness. Our goal is to ensure every employee remains an active part of the workforce. Participation in the Transitional Duty Program is a condition of employment.

**Work Assignment**

We attempt to find a job that is similar to the employee’s original job. If an employee’s original job cannot be modified to accommodate transitional duty restrictions or if another job cannot be found at the original work-site then the employee may be transferred to a nearby location for the transitional duty period. All transitional duty assignments occur during regular business hours of the location.

If the original job unit cannot accommodate the employee with a transitional duty assignment, the employee works at no cost to the new location. If the employee does not want to perform the transitional duty position offered, he/she may be eligible for 12 weeks of unpaid leave under the Family and Medical Leave Act. However, employees do not receive workers’ compensation benefits for FMLA leave. Consult the Human Resources Department for information about this option.

**Compensation**

Employees on transitional duty assignment are ineligible for overtime. If transitional duty is unavailable, the employee is paid for lost work time in accordance with applicable state law.

If transitional duty is available and the employee refuses the assignment, lost wage benefits are denied if allowed under state law because the employee voluntarily withdrew from the workforce, not because of the injury.

**Periodic Review**

Transitional duty is temporary. In no case will a transitional duty position last more than 120 days. When employees reach maximum medical improvement, they return to their original positions.

If an employee reaches maximum improvement and is unable to resume the pre-injury position, if required to by the Americans with Disabilities Ace, the company will offer another position, with or without a reasonable accommodation, if one is available. If no other position is available, the employee will be separated from the company.