

## **LIGHT/MODIFIED DUTY**

### **□ WHAT TO DO IF THERE ARE RETURN TO WORK RESTRICTIONS**

**Determine if there is work available within the restrictions given by the medical provider**

**Speak with the employee about the light/modified work available**

**Write the employee a letter describing the work that is available. The contents must include:  
Start date, scheduled hours to be worked, wage, and a description of the light/modified duties that will be performed**

**A copy of the letter must be provided to the attending physician and ESD 112**

**Have the employee sign and date the letter**

**Contact ESD 112 at 1-800-749-5861 immediately to:**

**▶ Report the employee has returned to:**

- 1) full regular work without restrictions, OR**
- 2) working regular hours and wage within the restrictions, OR**
- 3) light modified work within the restrictions, AND**

**Report the:**

- >start date**
- >scheduled hours**
- >wage**
- >description of light modified duties**

**▶ Report the above information to the central district office contact person**

**Require the employee provide you with the return to work status note within 24 hours after EACH doctor visit**

**Each return to work status note needs to be reviewed by the supervisor for any changes in the work restrictions. The supervisor will then need to make a determination:**

- a. if light/modified duty continues to be available**
- b. inform the employee and the medical provider of those changes**
- c. inform ESD 112 of the changes**