



# Return To Work

Policy Number: PP 2-15

Effective Date: December 1, 2012

Approved By: Roger L. Stancil, Town Manager

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## POLICY

The Town of Chapel Hill shall comply with all applicable parts of the Americans with Disabilities Act (ADA) and with all appropriate parts of the Family and Medical Leave Act (FMLA) and applicable state laws to make every effort to bring injured employees or employees with medical conditions back to work as long as this will not cause any harm to the employee, others, or Town property. The Town of Chapel Hill shall strive to assist the employee to return to his or her former position and to cooperate in the employee's rehabilitation.

## PURPOSE

In accordance with the Town value of Teamwork, the Purpose of the Return-to-Work policy is to allow employees to remain in the work force and resume productive employment as soon as possible following an injury or other medical condition.

## R.E.S.P.E.C.T. VALUES



**Teamwork:** We participate in a cooperative work environment in order to support each other in our service to the community. We encourage an environment that fosters innovation and creativity.

## APPROVAL

Roger L. Stancil, Town Manager



# Leave of Absence Procedures

Policy Number: PP 2-14

Effective Date: December 1, 2018

Approved By: Cliff Turner, Human Resources Development Director

## PROCEDURES

**A. Temporary Transitional Duty (TTD):** Each department will attempt to provide temporary transitional duty (TTD) whenever possible and practical. Whenever possible, attempts will be made to allow the employee to remain in his or her classification with TTD work. However, The Town maintains the right to assign employees on TTD to any job within Town facilities/operations that will not exceed their restrictions and for which they are capable of doing.

**B. Workers' Compensation Priority:** The Town of Chapel Hill will provide TTD whenever possible for all employees however employees with open Workers' Compensation (WC) cases will have priority.

**C. Duration:** Employees who have open WC cases may be part of the TTD program until they reach Maximum Medical Improvement (MMI). Other employees may be part of the TTD program until they are released by their medical professional for full duty or until such time that it is determined that they employee can no longer perform the essential functions of the job.

**D. Program Management:** The Occupational Safety and Health Officer (OSHO) will coordinate the Return-To-Work Program. Decisions regarding the appropriateness of TTD duty and contacts with the affected employee, the employee's supervisor and medical personal shall be made by the OHSO.

## FORMS/INSTRUCTIONS

N/A

## PROCEDURES APPROVED BY

Cliff Turner, Human Resources Development Director

## ADDITIONAL CONTACTS

Human Resource Development - 919-968-2700 or [HR@townofchapelhill.org](mailto:HR@townofchapelhill.org)

Ombuds office - 919-265-0806 or [Ombuds@townofchapelhill.org](mailto:Ombuds@townofchapelhill.org)

Occupational Health and Safety Officer - Wade Gulledge 919-969-5118 or

[wgulledge@townofchapelhill.org](mailto:wgulledge@townofchapelhill.org)

## DEFINITIONS

Maximum Medical Improvement (MMI): is a treatment plateau in circumstances of the employee's situation, the provisions of this policy may interact with other policies in the Medical Leave Cluster of personnel policies as well as health insurance and disability benefits offered by the Town (see below lists). Employees should consult with their Human Resource Development Representative for more information.

RELATED  
INFORMATION

**A. Coordination with Additional Policies:** Depending on the circumstances of the employee's situation, the provisions of this policy may interact with other policies in the Medical Leave Cluster of personnel policies as well as health insurance and disability benefits offered by the Town (see below lists). Employees should consult with their Human Resource Development Representative for more information.

**B. Medical Leave Cluster of Policies:**

- Family and Medical Leave Act
- Sick Leave
- Workers' Compensation
- Return to Work
- Leave Donation
- Leave of Absence
- Medical Leave
- Reinstatement and Rehire of Former Employees

**C. Benefit Policies:**

- Health Insurance Coverage and Payments

SCOPE

As of December 1, 2012 this policy replaces and supersedes any previous policies, sections of the employee handbook, or unwritten policies or practices covering the same subject.

POLICY  
HISTORY

Adopted December 1, 2012