

MODIFIED DUTY PROCEDURE

- I. These procedures are adopted to implement the Board of Regents Policy on Modified Duty (VII - 7.41), and the provisions of that policy are incorporated herein. A copy of the Board of Regents Policy is available for review in the Office of Human Resources. The Office of Human Resources will be responsible for implementation of the Policy and these procedures.
- II. A request for modified duty assignment evaluation may be initiated in writing by the employee, the employee's department head, or the Director of Human Resources, or designee.
- III. The Office of Human Resources may provide injured or ill employees, absent or expected to be absent from work, the opportunity to provide written authentication for a period of illness which includes the following:
 - A. The date or dates the employee was seen by a medical provider.
 - B. A diagnosis of the illness or injury.
 - C. Medical restrictions to be considered by management when identifying a modified duty assignment.
 - D. Whether the medical provider recommends that the employee not report to work, the period of time involved, and the reason the illness or injury prevents the employee from working even with reasonable accommodation.
 - E. A prognosis for recovery and an estimated date of the employee's return to full duty.
 - F. The authorized signature of the following licensed or certified medical providers-Physician; Physical Therapist; Clinical Psychologist; Dentist; Optometrist; Oral Surgeon; Chiropractor; Podiatrist; Nurse Practitioner; Nurse Midwife; Physician's Assistant, or an accredited Christian Science practitioner. Employees absent at least fourteen calendar days may be required to provide written authentication as cited above. Such certificate may be submitted to a supervisor, the Director of Human Resources, or a designated institutional medical officer.

- IV. The Director of Human Resources, or designee will determine whether an appropriate modified duty assignment exists upon consultation and coordination with the employee's department head or chair, and with consideration of the medical information provided by the employee. Modified duty assignments are not restricted to the employee's department or division.
- V. The Director of Human Resources may seek a second medical opinion by a University named physician in the event that the medical restrictions listed on the original certificate prevent the employee from performing any available modified duty assignment, to assist in determining an appropriate modified duty assignment, and/or to verify the recovering employee's need to continue modified duty.
- VI. If the Director of Human Resources or designee determines that an appropriate modified duty assignment does not exist, the employee shall remain on paid leave or Leave of Absence Without Pay, as appropriate, until such time as the Director of Human Resources or designee can identify an appropriate placement or the employee's condition improves sufficiently to allow a return to work.
- VII. The Director of Human Resources or designee will immediately terminate accident or sick leave upon the employee's refusal to accept a modified duty assignment. The Director or designee may approve the use of other forms of paid leave, recommend termination of employment, or place the employee on leave of absence without pay. Other administrative sanctions may also be applied.