



# **POLICIES & PROCEDURES**

## **CITY OF FLINT, MICHIGAN**

### **RETURN TO WORK FROM NON-JOB RELATED ILLNESS/INJURIES**

**PURPOSE:** To establish policy regarding return to work for non-job related injuries/illnesses.

**STATEMENTS OF POLICY:** Any employee referred to the Employee Health Clinic (EHC) by his/her supervisor and or pursuant to union contract for a non-job related temporary condition, must bring a note from his/her personal physician stating that he/she is able to return to full duty without restrictions. Any restrictions given by an employee's personal physician must be in writing and clearly defined. The City Physician will then determine if the employee may return to work.

An employee with a doctor's statement that calls for a restriction may not be allowed to return to work if this restriction is for a non-job related condition.

**PROCEDURES:** An employee will be referred to the EHC for determination of work status when:

1. The employee presents a private doctor's note or directive from his supervisor OR
2. A supervisor directs the employee to the Employee Health Clinic to answer questions pertaining to fitness for duty...OR
3. A union contract specifies the employee report to the Employee Health Clinic under certain conditions...OR
4. Employee has been off work because of illness for five (5) or more working days...OR
5. Employee had surgery, regardless of whether any time was lost from work...OR
6. Injury resulted in any of the following, even if there was no loss of time from work.
  - a. stitches
  - b. casts
  - c. splints
  - d. braces
  - e. crutches

It is very important that these rules be carefully and consistently followed in order to ensure the health and safety of our employees.

**DEPARTMENT:** RISK MANAGEMENT

**LAST REVISED:** 3/2/04