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## Policy Information

**Effective Date:**
September 1, 1988
**Last Revised Date:**
April, 2015
**Reference:**
Classified Staff Human Resources Policy Manual 216.0
University Handbook for Appointed Personnel 8.06
**Responsible Unit:**
Division of Human Resources
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## Policy

The University recognizes the value of permitting employees returning from an illness or injury to temporarily work on a light-duty basis. Light-duty placement may include a reduction in full-time equivalency, limiting or altering duties in the employee's existing position, or temporarily reassigning the employee to another position that he or she is qualified and capable to perform.

In cases where an employee has had an on-the job injury/illness, the employee's department head or other appropriate department representative shall fully consider and attempt a light-duty placement of the injured employee. In cases where an employee has not been involved in an on-the job injury/illness, supervisors of employees are encouraged to consider light-duty placement whenever practical.

Employees eligible for Family and Medical Leave [2] (FML), who can perform the full range of job duties have the right to return to work on a reduced hours schedule and use FML entitlement on an intermittent basis. Employees who require a reduction of hours and an alteration of duties may be entitled to use FML entitlement.

In deciding the practicality of light-duty placement solely involving altered duties or when an

employee has exhausted FML, management of the respective area must address each situation on a case-by-case basis. Such factors as medical considerations, long-term disability claims, physical restrictions, work availability, and demands. flexibility in scheduling, and/or other interests of the University should be considered when reviewing such light-duty placement.

### Procedure

1. The employee shall provide the supervisor with a fitness-for-duty medical certification completed by the attending physician. This certification shall indicate that the employee may return to work with noted limitations or restrictions for a specified period of time. For employees on Workers' Compensation, on-the job injury status forms are available from Risk Management Services.
2. The employee's supervisor may communicate with the attending physician, a designated physician at Campus Health Services, or Risk Management Services, as necessary, to clarify and attain specificity on physical restrictions and limitations relative to specific job duties and responsibilities. The employing department shall consider the nature of the restrictions/limitations relative to job content, work availability, workload demands, etc., in determining the practicality of light-duty placement.
3. In situations where the employee is entitled to use FML on an intermittent basis, the employing department shall make the accommodation.

## Related Information*

UA Federal Family and Medical Leave Policy [2]

Family and Medical Leave Act of 1993 as amended [3]

## Revision History*

April 2015, minor revisions to unit names

October 1993

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**Source URL:** http://policy.web.arizona.edu/employmenthuman-resources/light-duty-placement

**Links**
[1] mailto:hradmin@email.arizona.edu
[2] http://policy.arizona.edu/human-resources/federal-family-and-medical-leave
[3] http://www.dol.gov/whd/regs/statutes/fmla.htm