

CITY OF EUREKA

Category: PERSONNEL

POLICIES & PROCEDURES

Subject: RETURN-TO-WORK
CERTIFICATES AND
PHYSICALS

Date Adopted: September 1, 1972

File 3.49
Number

POLICY OBJECTIVE

To minimize the liability to the City and the health hazard to City employees by establishing procedures for return-to-work certificates and return-to-work physicals for all officers and employees of the City, and providing for restricted duty pursuant to Resolution 5538.

ASSIGNED RESPONSIBILITY

City Manager, all Department Heads, Supervisors, and Employees

APPLICABILITY

Applicable to all City employees and officers who are off work for an unusual amount of time due to personal sickness or injury or who receive treatment by other than the City Doctor for a work related injury or illness.

PROCEDURES

A. Sick Leave:

All City employees and officers of the City who are absent from work for a period of five (5) working days or more due to a personal injury or sickness must submit to the Personnel Officer, before they return to work, a return-to-work certificate stating the nature of their injury, their ability to resume the normal duties of their position, and signed by their physician.

B. Occupational Sick Leave:

Those employees and officers of the City who are injured while on the job or who contract a work-related illness and who are treated by a physician for the injury or illness for any period of time must submit to the Personnel Office, before returning to work, a return-to-work certificate stating their ability to resume the normal duties of their position, and the signature of the examining physician.

C. In both cases, A and B above, depending upon the nature of the illness or injury, the City Manager or Personnel Officer may require that the employee be given a return-to-work physical by the City Doctor before returning to work. The return-to-work physical shall be paid for by the City and employee shall be kept off

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work on either personal sick leave or occupational sick leave until the physical is completed.

D. Restricted Duty:

Whenever possible, pursuant to Section 3 of Resolution No. 5538, an employee may be assigned to light or limited duty with the consent of the City Manager and the Department Head, provided that the employee can be useful and productive while working within his limitations and such duty will not further aggravate his injury or illness.