

**Purpose:**

The purpose of this Light Duty Policy is to provide guidelines and procedures for accommodating employees who are temporarily unable to perform their regular job duties due to medical reasons or workplace injuries, allowing them to continue working in a modified capacity while they recover.

**Scope:**

This policy applies to all employees of [Company Name].

**Policy Statement:**

[Company Name] recognizes the importance of supporting employees during periods of injury or illness by providing light-duty assignments whenever feasible. Light duty assignments may be offered to employees who are temporarily unable to perform their regular job duties due to medical reasons, including workplace injuries, in accordance with applicable laws and regulations.

**Procedure:**

1. Eligibility:
  - a. Employees who are unable to perform their regular job duties due to medical reasons may be eligible for light-duty assignments.
  - b. Eligibility for light duty will be determined based on medical documentation provided by the employee's healthcare provider.
  - c. The availability of light-duty assignments will depend on the employee's restrictions and the availability of suitable tasks within the organization.
2. Assignment Process:
  - a. Employees interested in light duty must inform their supervisor or the HR department of their medical condition and provide relevant medical documentation.
  - b. The HR department will review the medical documentation and work with the employee's supervisor to identify suitable light-duty assignments.
  - c. Light-duty assignments will be temporary and may involve modified tasks, reduced hours, or other accommodations as deemed appropriate.
  - d. The employee's supervisor will provide clear expectations and monitor the employee's progress during the light-duty assignment.
3. Duration:
  - a. Light-duty assignments will be temporary and will typically not exceed the duration of the employee's medical restrictions.
  - b. If the employee's medical condition changes or their restrictions are lifted, they may be required to return to their regular job duties.
4. Compensation:
  - a. Employees on light-duty assignments will receive their regular rate of pay based on the modified tasks performed.
  - b. Compensation for light-duty assignments will comply with applicable laws and regulations.



5. Review and Accommodation:
  - a. The HR department will periodically review the employee's medical status and assess the need for continued light-duty accommodations.
  - b. If the employee's medical condition changes or if they are unable to perform the assigned tasks, alternative accommodations or leave options may be explored.
6. Return to Regular Duties:
  - a. Once the employee's medical condition improves and they are cleared by their healthcare provider, they will be expected to return to their regular job duties.
  - b. The HR department will facilitate the transition back to regular duties and ensure appropriate communication with the employee's supervisor.

**Compliance:**

[Company Name] is committed to complying with all applicable laws and regulations regarding light-duty accommodations, including the Americans with Disabilities Act (ADA) and workers' compensation laws.

This policy is subject to periodic review and may be updated or revised as necessary to ensure compliance and effectiveness.

**Acknowledgment:**

By accepting employment with [Company Name], employees acknowledge that they have read, understood, and agree to comply with the provisions outlined in this Light Duty Policy.

\_\_\_\_\_

[Signature]

[Employee Name]

Date: \_\_\_\_\_