Policy

This policy establishes guidelines to return employees to work who have non-work related medical conditions that may have an impact on their ability to perform their jobs. These guidelines are established to ensure employees do not aggravate existing medical conditions or suffer additional injuries when they return to work.

The scope of the non-work related medical conditions for purposes of this policy include, but are not limited to, injuries, in-patient or out-patient surgery, contagious illnesses. It is not intended to cover minor or “routine” illnesses such as the common cold, stomach flu, or other short-term, non-threatening condition that likely does not include work restrictions.

Procedures

A. Employees
1. Immediately notify their supervisor and the Human Resources Office when they may need to be gone from work for a non-work-related medical condition that affects their ability to perform their essential job duties. The non-work related medical condition may qualify as a leave of absence under the Family Medical Leave Act (FMLA).
2. Immediately notify their supervisor and Human Resources if their medical provider supports their ability to return to work whether with/out restrictions.
3. Provide their supervisor and Human Resources if they have been given temporary or permanent work restrictions for a non-work-related medical condition by a medical professional. In advance of returning to work, provide appropriate medical documentation outlining the work restrictions to the Human Resources Office.
4. A return to work or fitness for duty form is available on the Minnesota State Mankato Human Resources website at: http://www.mnsu.edu/hr/forms/fitnessforduty.doc.

B. Managers/Supervisors
1. Ensure that all employees under their supervision understand the Return to Work Policy for Non-Work-Related Medical Conditions.
2. Immediately notify the Human Resources Office when an employee has a non-work related medical condition that will require the employee to be off work for three or more days, or if a medical condition has restrictions preventing the employee from performing their essential job duties.
3. Immediately review medical restrictions with the Human Resources Office and the Environmental Health and Safety Office to determine if work tasks would aggravate or potentially cause additional injury to the employee. In some cases, consultation with a medical professional by the Human Resources Office may be required.
4. Evaluate with the Human Resources Office and the Environmental Health and Safety Office any light duty or, temporary job reassignments, that may be available to the employee.

C. **Human Resources Office and Environmental Health and Safety and Risk Management Office**
1. Notify employees of their rights under the Family Medical Leave Act, if eligible, for any non-work related medical condition.
2. Assist supervisors in evaluating all requests to return to work from employees to ensure that non-work-related medical conditions are not aggravated or potentially cause additional injury to the employee(s) when s/he returns to work. In some cases, consultation with a medical professional by the Human Resources Office may be required upon receiving the fitness for duty documentation from the employee.
3. All necessary medical documents related to non-work-related medical conditions will be maintained in a separate file in the Human Resources Office.

**Return to Work**

A. **Return to Own Job**
Employees will be allowed to come back to work if the employee has documentation from a medical professional about work restrictions and the restrictions do not interfere with their essential job duties. The supervisor, the Human Resources Office, and the Environmental Health and Safety Office will review documents to ensure the non-work-related medical condition will not be aggravated or potentially cause additional injury to the employee from work tasks. In some cases, consultation with a medical professional by the Human Resources Office may be required upon receiving the fitness for duty documentation from the employee. These documents shall be maintained by the Human Resources Office.

B. **Temporary Reassignment to Light Duty Jobs**
1. Human Resources will document light duty jobs that might be available on the campus.
2. Supervisors, after consultation with the Human Resources Office and the Environmental Health and Safety Office, may temporarily reassign employees with non-work-related medical conditions to light duty tasks that will not aggravate or potentially cause additional injury to the employee.
3. All three above named offices will collaboratively attempt to utilize employees who wish to work and who have the appropriate medical documentation.

C. **Partial Return to Work**
Employees may be returned to work on a part-time basis with appropriate medical documentation, which will be reviewed in advance by the supervisor, the Human Resources Office, and the Environmental Health and Safety Office, to ensure the medical condition is not aggravated or potentially cause additional injury to the employee. In some cases, consultation with a medical professional by the Human Resources Office may be required upon receiving the fitness for duty documentation from the employee.

**This policy does not apply in Workers' Compensation circumstances.**