



All DeLong's Facilities

Procedure #:
CS-014

Return to Work
Work Related Injuries and
Illnesses

Rev 1

1. Purpose:

- 1.1 The purpose of this procedure is to define the policy on employees returning to work from a work related injury or illness.
- 1.2 DeLong's, Inc. supports the practice of bringing injured employees back to work, as soon as they are medically able, to a position in our organization compatible with any physical restrictions they may have. We believe this practice serves the best interests of our employees and organization.
- 1.3 The prompt return of injured employees to positions within their medical restrictions will minimize the impact of work-related injuries. Coming back to work early helps employees remain functional as they recover while providing our organization with the valuable use of employees' talents.

2. Responsibility:

- 2.1 The Environmental Health and Safety (EHS) Manager is the program coordinator, with overall responsibility for the program, including reviewing and updating this procedure as necessary.
- 2.2 The Human Resources (HR) Manager, EHS Manager, and/or Plant Manager are responsible for implementation and management of this procedure.

3. References:

- 3.1 Americans with Disabilities Act Amendments Act of 2008

4. Procedure:

- 4.1 When an employee, who has been injured on the job and placed on workers' compensation leave, has been released to return to work by the treating physician, there are three possible return to work options.
 - **Option 1:** An employee has reached maximum medical improvement and has been released to return to work by the treating physician with no restrictions. The employee is then returned to the original position he/she held prior to workers' compensation leave.
 - **Option 2:** An employee has not reached maximum medical improvement and is ready to return to a transitional work assignment (limited or modified work duty) with approval of the treating physician, but retains some disability which

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Page 1 of 2



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prevents successful performance in the original position. The company will provide work reassignment suitable to the employee's capacity which is meaningful, productive and advantageous to the employee and the company.

- **Option 3:** An employee has reached maximum medical improvement and has been released to return to work by the treating physician, but has received a disability which prevents performance of the essential functions of the original position. The company will evaluate any and all reasonable accommodations to facilitate continued employment in keeping with all federal and state laws, including the Americans with Disabilities Act Amendments Act of 2008.

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Page 2 of 2