

1.0 PURPOSE: To describe the Return to Work process for hourly employees who have been absent from work under a doctor's care or have been placed on restriction for personal illness/injury.

2.0 REFERENCE DOCUMENTS:

Southern Indiana Physical Restrictions Process

3.0 DEFINITIONS:

3.1 OHT- Occupational Health Technician

4.0 GUIDELINES:

4.1 Employees who have been under a doctor's care may not return to work without a release from their healthcare provider and an evaluation/release from the Cummins LiveWell Center.

4.2 When Cummins LiveWell Center has completed their evaluation, the employee returns to the Facility Medic/OHT. Copies of their return to work form are given to the Facility Medic/OHT. Facility Medic/OHT sends notification to Safety, Manager, and Human Resources if an employee has returned to work from a personal illness/injury with restrictions. If the return to work form designates work restrictions, then the job is reviewed for possible accommodations.

4.3 Eligible employees released to return to work must follow these procedures prior to any subsequent absence, such as vacation or any other absence requiring prior approval.

4.4 If there is no Facility Medic/OHT, the return to work release from the employee's physician must be presented to his/her Manager and Human Resources. The employee must return to the Cummins LiveWell Center and bring a return to work release to their Manager prior to their next regular scheduled workday.

4.5 An employee will not be able to return to work without a return to work release from his/her physician(s).

5.0 RESPONSIBILITY: It is the responsibility of the employee and Supervisor to ensure compliance with these guidelines.

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