

**DEPARTMENT OF NATURAL RESOURCES**

**HUMAN RESOURCES POLICY NO:** 5

**EFFECTIVE DATE:** September 1, 1999

**SUBJECT:** EARLY RETURN TO WORK POLICY

**AUTHORIZATION:** R.S. 36:354

**I. PHILOSOPHY:**

The Louisiana Legislature recently enacted legislation designed to safely and expediently return state employees with job related injuries and illnesses to transitional or regular employment. This legislation is consistent with the Department of Natural Resources philosophy that it is mutually beneficial for employees and the Department to assist employees in returning to work as soon as medically possible. To that end, this department will consider all available options for returning employees suffering work related injuries or illnesses to duty, including temporary detail to a modified duty assignment.

**II APPLICABILITY:**

This policy applies to all employees of the Department of Natural Resources.

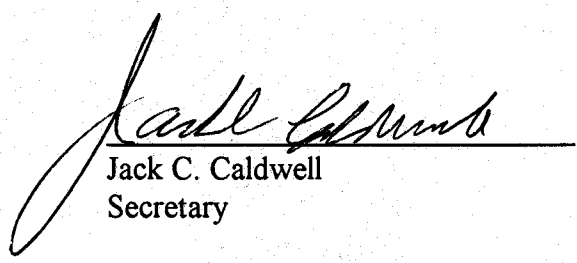
**III PROCEDURE/REQUIREMENTS:**

Once an employee has been absent from work for thirty days due to a job related illness or injury, he/she is required to obtain and produce from a certified health care provider a fitness for duty certificate which particularizes any restrictions or limitations which prevent him/her from returning to full duty. Re-certification will be required periodically thereafter, as required by the appointing authority. Fitness for duty information is to be provided directly to the employee's appointing authority.

The Department's Human Resource Director will coordinate efforts with the employee, the employee's physician, ORM, supervisory personnel, the Department's Safety Officer and the Department of State Civil Service to facilitate the employee's return to his/her regular position, with or without modification, or to an alternative duty position.

All decisions regarding early return to duty will be made by the appointing authority. Although every effort will be made to return an employee to duty as early as medically permissible, the Department cannot guarantee alternative placement or the availability of a modified duty assignment.

**RECEIVED**  
**AUG 20 1999**  
**DNR PERSONNEL**

  
 Jack C. Caldwell  
 Secretary