## ***Workplace Injury Leave***

Employees must immediately report every injury incurred at work, no matter how slight, to their supervisor or Department Head.  Employees also must complete an incident report within 24 hours of the injury.

If an employee suffers a compensable injury or illness in the course of and arising out of employment with the Township and is unable to work, the Township may in its sole discretion grant the employee a workplace injury leave and pay the employee his or her full weekly rate of pay from the Township for up to the first six months following the date of injury.  Such payment shall be made only to the extent that the employee would otherwise be eligible for, and shall take the place of temporary total disability payments from the Bureau of Workers’ Compensation.  The Township may require the employee to perform any duties within the limitations of such injury or illness.  The period of injury leave shall be determined by the Township in its sole discretion, and the Township’s decision shall not be subject to the grievance procedure.

In determining an employee’s eligibility for workplace injury leave or ability to perform or return to work, the Township, in its sole discretion, may rely upon medical evidence presented by the employee or may require the employee to subject to an examination by a physician or other examiner selected and paid for by the Township.

## ***Restricted Duty***

Employees wishing to return to work from injury or illness may not be able to perform their full duties.  If the employee’s injury or illness temporarily limits them from performing the employee’s regular job assignments, the Township may provide the employee with a restricted duty assignment for a maximum of 240 working hours.

An employee who has been off work due to an illness or injury may return to work in a restricted capacity under the following conditions:

1. A statement is presented from the employee’s attending physician concerning:

1.     The conditions and limitations placed on the duties that the employee can and cannot perform;

2.     An estimate of the length of time these restrictions should apply;

1. The availability of work that is productive and of value to the Township, preferably with the employee’s Department;
2. Approval of the employee’s Department Head;

1.     May involve the Bureau of Worker’s Compensation Transitional Work Program in which an employee may return to work on a part-time “phase-in” basis under the auspices of the Bureau of Worker’s Compensation;

1. The Township is not required to find work meeting the employee’s medical restrictions;
2. Department Heads shall consult with the Township Administrator on restricted duty requests, including reasonable accommodations or other special assignments before approval.

If the Township determines that an employee is working outside the scope of the employee’s restrictions, the Township will immediately remove the employee from restricted duty.

A restricted duty assignment may include work schedules different from the employee’s regular work schedule.

Before returning to full duty from restricted duty, the employee must obtain a written release to full duty from his or her attending physician.  Such release must certify that the physician has read and understands the employee’s essential job functions and physical demands.  Final approval of fitness for duty rests with the Township Administrator.