



## ***Transitional Return to Work (RTW) Policy***

<b>Policy #:</b>	HR014.1
<b>Policy Type:</b>	University
<b>Responsible Executive:</b>	VP Business Affairs
<b>Responsible Office:</b>	Human Resources
<b>Originally Issued:</b>	8/31/2005
<b>Latest Revision:</b>	10/20/2025
<b>Effective Date:</b>	10/20/2025

### **I. Policy Statement**

The Transitional Return to Work (RTW) Policy for the University of Louisiana at Monroe (ULM) has been established in accordance with the following regulations:

- Office of Risk Management (ORM) [[La. R.S. 39:1547](#) and Insurance Information Notice 2025-3]
- [R.S. 23:1020.1\(B\)\(3\)](#); [R.S. 23:1020.1\(C\)\(2\)](#); [R.S. 23:1226](#) of the Louisiana Workers' Compensation Law
- Americans with Disabilities Act (ADA), as amended [[29 CFR 1630.1 – 1630.16](#)]

### **II. Purpose of Policy**

The goal of ULM's Transitional Return to Work Policy is to assist an employee who is injured on-the-job return to work as soon as medically possible within the physical restrictions determined by their physician until they are capable of returning to regular duty. This may be achieved through temporary modification of the injured employee's job tasks, equipment or work schedule, as appropriate.

More expansively, the ADA requires employers, upon request, to provide workplace modifications, known as reasonable accommodations, to assist an employee with a disability in performing the essential functions of their job. The disability need not have occurred as a result of an on-the-job injury which may be compensable as a workers' compensation claim.

Thus, ULM has an obligation to all employees, regardless of the cause of their medical condition, to provide reasonable accommodations to facilitate their expedient return to work.

### **III. Applicability**

This policy applies to all ULM employees.

### **IV. Definitions**

**RTW Coordinator:** The ULM representative responsible for facilitating the interactive and evaluation process relative to any transitional return to work process, whose contact information is provided below.

Title: Benefits Manager  
Address: 700 University Avenue, Human Resources Dept Coenen Hall 107  
Phone #: (318) 342-3429 Email: [cwebb@ulm.edu](mailto:cwebb@ulm.edu)

## V. Policy Procedure

For the workplace injury/illness of an employee, ULM shall:

1. **CLAIMS REPORTING**: Electronically report the workers' compensation claim immediately, but not later than 5 days after the injury or knowledge, via ORM's Third-Party Administrator's (TPA) online claims management system.
2. **MEDICAL LIMITATIONS**: If the workplace injury/illness results in "lost time," meaning the employee is unable to work, ULM shall provide the employee a Physician's Modified Work Information Sheet for completion by the employee's healthcare provider. Employees have the right to seek medical treatment from a healthcare provider of their choice for a work-related injury/illness. Employees are required to return the Physician's Modified Information Sheet to Human Resources (HR) within 24 hours of receipt of the signed form from their treating physician.
3. **ADA INTERACTIVE PROCESS**: Upon receipt, the ADA Coordinator shall consider a completed Physician's Modified Work Information Sheet to be an ADA accommodation request. Such documentation shall substitute for any department-specific Request for Accommodation and/or Medical Inquiry forms. Based on such documentation, the ADA Coordinator shall initiate the interactive process with the employee in order to fully understand their functional limitations and to discuss possible accommodation(s), if available, that would facilitate the employee's return to duty status. The accommodation analysis and procedure shall be in accordance with the agency's ADA policy mandated by La. R.S. 46:2594, which is the [Americans with Disability Act Policy HR011.1](#).
4. **ACCOMMODATION DETERMINATION**: The final determination regarding the employee's return to duty status, consistent with identified medical restrictions, shall be made by the Appointing Authority. This determination will be made in accordance with ADA requirements and considerations including: the employee's ability to perform the essential functions of the job; the nature, extent and duration of accommodation(s) needed; and whether such accommodation(s) are reasonable or would impose an undue hardship on the University.
  - NOTE: The ADA does not require the removal of essential functions, displacement of an existing employee, or the creation of a new position as a reasonable accommodation for an employee with a disability.

### Transitional Return to Work Team

The return-to-work program uses a team approach. The University's Transitional Return-to-Work Team is composed of representatives from the departments of Human Resources, Environmental Health and Safety, the third-party administrator, and supervisor/department head. The object of the team is to return the injured employee to productive work as quickly as possible. The Return-to-Work Team will review all cases of employees who are off duty as a result of work-related injuries or illnesses. They will work with the third-party administrator to determine which cases may be suitable for transitional duties.

To be eligible for the Return-to-Work Program an employee must be off work as a result of work-related injury or illness, receiving Workers' Compensation, and have the treating physician's approval to return to transitional/light duty or work.

The Return-to-Work Team will identify job tasks and physical requirements for those tasks that can be considered transitional duties in the work environment. An effort will be made to place the employee in his or her original work, at a suitable work station, and/or on an appropriate work schedule.

The Return-to-Work Team will develop a tracking system to determine the effectiveness of its actions. Included will be the tracking of injured workers per month and the number of associated loss-time days. A report will be submitted to the Office of Risk Management on a monthly basis.

#### Office of Risk Management (ORM) Responsibilities

ORM claims staff and vocational rehabilitation counselors will assist the employee, the Department of Human Resources, and the Transitional Return-to-Work Team. ORM will assume the responsibility to conduct all communications with treating medical personnel. ORM will process all medical claims and loss time compensation promptly.

### **VI. Enforcement**

The Department of Human Resources is responsible for enforcing this policy.

### **VII. Policy Management**

The Vice President for Business Affairs is the Responsible Executive for the management of this policy. The Director of Human Resources is the Responsible Officer for this policy and the Department of Human Resources is the Responsible Office which implements and administers this policy.

### **VIII. Exclusions**

N/A

### **IX. Effective Date**

This policy is effective on the date signed by the University President

### **X. Adoption**

This policy is hereby adopted on this 20th day of October 2025.

Recommended for Approval by:

Approved by:



Dr. Bill Graves, VP of Business Affairs



Dr. Carrie Castillo, President

### **XI. Appendices, References and Related Materials**

[ADA - Request for Accommodation Form](#)

[Americans with Disability Act Policy HR011.1](#)

## **XII. Revision History**

Original Adoption Date: August 8, 2005.

Revised October 20, 2025. Revisions include placing the policy in the current policy format and a complete revision of all sections of the policy.