

**Return to Work After Non- Industrial Injury/Illness**

When an employee has been absent from work on personal accident/illness leave, the employee must present his/her supervisor and the personnel department with a complete Return to Work Authorization (RTW) from the doctor before resuming work. If the return to work authorization indicates the employee may return to work without restrictions, the employee may begin work. However, if the RTW indicates that there are temporary medical restrictions on the employee's return to work, both the employee and his/her supervisor must understand the nature of the restrictions placed upon the employee.

If the RTW has medical restrictions, the employee must meet with the Superintendent's designee before resuming work. If the restrictions are temporary and the job duties can be performed with the restrictions, the employee will be allowed to return to his/her normal duties. If the normal job duties cannot be performed with the restrictions, an assessment will be made to determine if the employee can perform other duties in another job, if such options are available. If no other placement is available, the employee will be placed on sick leave until the restrictions are lifted.

If the restrictions are permanent and, based on medical evidence, the Solano County Office of Education believes the employee cannot perform the essential functions of his/her regular position with accommodation, the employee shall be eligible for the following:

1. Those employees whose restrictions are due to a work-related injury may qualify for rehabilitation benefits.
2. Classified personnel may be considered for transfer under the provisions of the classified contract to another position for which he/she qualifies; if no such position is available, the employee may be considered for disability retirement.
3. Certificated employees may be considered for transfer under the provisions of the certificated contract to another position for which he/she is qualified and credentialed; if no such position is available, the employee may be considered for disability retirement.