

Early Return to Work Program Policy

The Orange County Library System has an Early Return to Work Program designed to assist employees if they are temporarily incapacitated or limited due to an injury or illness. The Human Resources Department and the employee's supervisor will work closely with any employee and the employee's physician to attempt to get the employee back to work as soon as possible. Employees are required to provide an OCLS Return to Work form completed by the employee's physician. In the case of a workers' compensation injury, a form will be provided to the employee by the Library's workers' compensation carrier.

If the physician determines that the employee can perform modified work, the Library will attempt to provide the employee with appropriate duties, if available, for 90 days or until the employee can resume his/her regular duties, whichever comes first. Modified work assignments may or may not occur at an employee's regular work location. If modified work is not available at an employee's regular work location, the Library will attempt to find work in another location. If sufficient work is not available, the employee may be required to work shortened hours.