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**Administrative Procedure**

# **PRC-PRO-HR-693**

## **Return to Work after Personal Medical-Related Condition or Absence**

Revision 3, Change 0

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Program: Human Resources

Topic: Human Resources

Technical Authority: Parnell, Lily

Alternate Technical Authority: Wagner, Elaina

Functional Manager: Diaz, Peter

# **Use Type: Administrative**



- Solid Waste Operations Complex :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Appendix B, Bulleted List of Exclusions.
- Canister Storage Building/Interim Storage Area :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Appendix B, Bulleted List of Exclusions.
- Central Plateau Surveillance and Maintenance :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Appendix B, Bulleted List of Exclusions.
- Waste Encapsulation Storage Facility :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Appendix B, Bulleted List of Exclusions.
- 100 K Facility :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Appendix B, Bulleted List of Exclusions.
- Plutonium Finishing Plant :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Appendix B, Bulleted List of Exclusions.
- Transportation :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Appendix B, Bulleted List of Exclusions.

**JHA:** Administrative

**Periodic Review Due Date:**07/11/2022

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## Change Summary

### Description of Change

Expanded on the return to work process. Added Labor Relations functions. Separated sections on FMLA and Military Leaves from personal, educational and other leaves of absence.

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**1.0 INTRODUCTION****1.1 Purpose**

This procedure provides company level guidance to CH2M HILL Plateau Remediation Company (CHPRC) employees who are returning to work after a work-related or non-work-related medical condition or absence, or official leaves of absence.

**1.2 Scope**

This procedure defines individual responsibilities for employees returning to work after a medical condition or a brief (5 consecutive workdays, or an equivalent time period for those individuals on an alternative work schedule) personal medical absence or a short- or long-term disability (STD or LTD), plant injury or illness (PI), personal, educational, military, or family medical leave of absence.

**1.3 Applicability**

This Level 1 Procedure applies to all regular full and part-time employees.

The return to work process described in this procedure is to be used by all CHPRC represented employees. Refer to the applicable collective bargaining agreement currently in force for specific return to work rights for each group of represented employees.

**1.4 Implementation**

This procedure is effective upon publication.

**2.0 RESPONSIBILITIES**

All responsibilities associated with this procedure are identified in the process steps.

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### 3.0 PROCESS

#### 3.1 Returning from Personal Medical Condition or Absence

It is the employee's responsibility to contact management of a personal injury or illness, whether or not there was an absence from work which involved hospitalization, an emergency room visit, outpatient surgery, or a doctor's visit for a major injury/illness.

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Employee	1.	NOTIFY immediate manager of personal injury or illness.
Manager	2.	INSTRUCT employee to contact the CHPRC Return to Work (RTW) Coordinator at 376-0103.
RTW Coordinator	3.	INFORM the employee they will be required to present a written release from a personal health care provider to return to work after any of the following whether or not there was an absence: <ul style="list-style-type: none"> <li>• An injury or illness that necessitates a visit to an emergency room when the results of the emergency room visit potentially impair the employee's ability to perform work or compromise fitness for duty</li> <li>• Admitted for hospitalization</li> <li>• Absent for 5 consecutive workdays or more due to personal injury or illness</li> <li>• Outpatient surgery</li> <li>• Major injury/illness for which the employee sought treatment from a personal health care provider</li> <li>• A condition, procedure, or treatment that may negatively affect your ability to perform work in a safe and reliable manner</li> </ul>

**NOTE:** *Major injury/illness includes those that may result in work restrictions, wounds, or potentially compromises occupational medical clearances. Management can initiate visit to the Site Occupational Medical Provider (SOMP) if the safety of the worker is a concern.*

Employee	4.	<u>IF</u> the condition warranted any treatment listed in step 3, <u>THEN</u> , prior to returning to work, <u>OBTAIN</u> a written release to return to work from a personal health care provider.
	5.	REPORT TO the SOMP at 1979 Snyder Street in Richland with written release to return to work and any work restrictions (if applicable) from a personal health care provider for assessment <u>AND OBTAIN</u> the following: <ul style="list-style-type: none"> <li>• <i>Benefits Return to Work Route Slip</i> (Site Form A-6000-939)</li> <li>• SOMP record of visit.</li> </ul>

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Employee	6.	REPORT TO the CHPRC RTW Coordinator with the following: <ul style="list-style-type: none"> <li>• Written release and any work restrictions, if applicable</li> <li>• <i>Benefits Return to Work Route Slip</i></li> <li>• SOMP record of visit</li> </ul>
RTW Coordinator/ Manager	7.	Using information provided by the SOMP, DETERMINE whether the employee can: <ul style="list-style-type: none"> <li>• Safely perform the essential functions of the current position, with or without reasonable accommodations.</li> <li>• Work without posing a direct threat to the health and safety of others.               <ul style="list-style-type: none"> <li>a. <u>IF</u> an accommodation is required <u>OR</u> the employee has work restrictions, <u>THEN</u> REFER TO PRC-PRO-HR-048, <i>Reasonable Accommodations to Work Restrictions</i>.</li> <li>b. <u>IF</u> condition is work-related and restrictions cannot be accommodated, <u>THEN</u> INVOLVE the Case Management Specialist. See PRC-PRO-HR-048.</li> <li>c. <u>IF</u> condition is non-work related and restrictions cannot be accommodated, <u>THEN</u> SEND employee to the Mission Support Alliance (MSA) Benefits Administration office for information on applying for short-term disability.</li> </ul> </li> </ul>
<p><b>NOTE:</b> <i>If no accommodation(s) can be made or no suitable position is found, the employee will not be released to return to work.</i></p>		
	8.	<u>IF</u> employee is not released to return to work, <u>THEN</u> SEND employee home for follow-up with personal health care provider.
RTW Coordinator	9.	If employee is released to return to work, SIGN OFF the <i>Benefits Return to Work Route Slip</i> indicating the employee is released to return to work.
	10.	INFORM employee they are not officially released to return to work until all steps are completed in the return to work process. <ul style="list-style-type: none"> <li>a. RELEASE employee to report to manager.</li> </ul>
Employee	11.	REPORT TO assigned work location <u>AND</u> PROVIDE manager with copy of the SOMP record of visit.

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### 3.2 Returning from Short-Term Disability or Plant Injury/Illness (less than six months)

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Employee	1.	<p>NOTIFY the CHPRC Return to Work Coordinator (RTW) at 376-0103 and immediate manager of the planned return to work date and any work restrictions.</p> <p>a. <u>IF</u> the absence was due to personal injury/illness, <u>THEN</u> CONTACT the MSA Benefits Administration office.</p> <p>b. <u>IF</u> the absence was due to a plant injury/illness, <u>THEN</u> CONTACT the Workers' Compensation Specialist at 376-1314.</p>
	2.	<p>Prior to returning to work, OBTAIN a written release from a personal health care provider and any work restrictions (if applicable).</p>
	3.	<p>REPORT TO the Site Occupational Medical Provider (SOMP) at 1979 Snyder Street in Richland with a written release to return to work and any work restrictions (if applicable) from a personal health care provider for assessment <u>AND</u> OBTAIN the following:</p> <ul style="list-style-type: none"> <li>• <i>Benefits Return to Work Route Slip</i></li> <li>• SOMP record of visit</li> </ul>
	4.	<p>REPORT TO RTW Coordinator with the following:</p> <ul style="list-style-type: none"> <li>• Written release to return to work from a personal health care provider and any work restrictions (if applicable)</li> <li>• <i>Benefits Return to Work Route Slip</i></li> <li>• SOMP record of visit</li> </ul>
RTW Coordinator/ Manager	5.	<p>Using information provided by the SOMP, DETERMINE whether the employee can:</p> <ul style="list-style-type: none"> <li>• Safely perform the essential functions of the job, with or without reasonable accommodations.</li> <li>• Work without posing a direct threat to the health and safety of others.</li> </ul> <p>a. <u>IF</u> an accommodation is required or the employee has work restrictions, <u>THEN</u> REFER TO PRC-PRO-HR-048.</p> <p>b. <u>IF</u> the condition is work-related and restrictions cannot be accommodated <u>THEN</u> INVOLVE the Case Management Specialist. See PRC-PRO-HR-048.</p>

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
RTW Coordinator/ Manager/ Human Resources (HR) Representative	c.	<u>IF</u> the condition is non-work related and restrictions cannot be accommodated, <u>THEN SEND</u> employee to MSA Benefits Administration office (if applicable).
		<b>NOTE:</b> <i>If no accommodation(s) can be made or no suitable position is found, the employee will not be released to return to work.</i>
	6.	<u>IF</u> employee is not released to return to work, <u>THEN SEND</u> employee home to follow-up with a personal health care provider.
RTW Coordinator	7.	<u>IF</u> employee is released to return to work, <u>THEN SIGN</u> the <i>Benefits Return to Work Route Slip</i> <u>AND PROVIDE</u> instructions for the employee to report to the MSA Benefits Administration office (if applicable) Access Control and Dosimetry prior to reporting to their assigned work location.
	8.	INFORM employee they are not officially released to return to work until all steps are completed in the return to work process.
Employee	9.	When instructed to do so by the RTW Coordinator, <u>REPORT TO</u> the MSA Benefits Administration office <u>AND BRING</u> the following: <ul style="list-style-type: none"> <li>• Written release to return to work from a personal health care provider and any restrictions (if applicable)</li> <li>• <i>Benefits Return to Work Route Slip</i></li> <li>• SOMP record of visit</li> </ul>
	10.	REPORT TO Access Control and Dosimetry, and then to assigned work location. <ol style="list-style-type: none"> <li>a. PROVIDE manager with copy of the SOMP record of visit.</li> </ol>
Manager	11.	ENSURE the employee's training certifications, qualifications, and Employee Job Task Analysis (EJTA) are current.



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### 3.3 Returning from Long-Term Disability or Plant Injury/Illness (more than six months)

Actionee	Step	Action
Employee	1.	NOTIFY the CHPRC Return to Work Coordinator (RTW) at 376-0103 and immediate manager of the planned return to work date and any restrictions (if applicable).  a. <u>IF</u> the absence was due to a plant injury/illness, <u>THEN CONTACT</u> the Workers' Compensation Specialist at 376-1314.
	2.	Prior to returning to work, OBTAIN a written release to return to work and any work restrictions (if applicable) from a personal health care provider.
Manager/ HR Representative	3.	<u>WHEN</u> notified of planned return to work date, <u>THEN SCHEDULE</u> a Work Suitability Exam with the Site Occupational Medical Provider (SOMP).
	4.	<u>IF</u> a suitable position is not found, <u>THEN CONTACT</u> Labor Relations to determine the availability of assignments.
Employee	5.	On the day of the scheduled Work Suitability Exam, REPORT TO the SOMP at 1979 Snyder Street in Richland with personal health care provider's written release to return to work and any work restrictions (if applicable).  a. Following the exam, RETURN home <u>AND WAIT</u> for further instruction from the RTW Coordinator.
RTW Coordinator/ Manager/ HR Representative	6.	Using information provided by the SOMP, DETERMINE whether the employee can: <ul style="list-style-type: none"> <li>• Safely perform the essential functions of the job, with or without reasonable accommodations.</li> <li>• Work without posing a direct threat to the health and safety of others.</li> </ul> a. <u>IF</u> an accommodation is required <u>OR</u> <u>IF</u> the employee has work restrictions, <u>THEN REFER TO</u> PRC-PRO-HR-048.
Manager/ HR Representative	7.	VERIFY employee's HGET is current.

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Actionee	Step	Action
Manager/ HR Representative	8.	<p><u>IF</u> HGET is current, <u>THEN</u> PROCEED with return to work process.</p> <p>a. <u>IF</u> not current, <u>THEN</u> PROVIDE a training charge code to the RTW Coordinator:</p>
	9.	<p><u>IF</u> a suitable position is found, <u>THEN</u> INSTRUCT employee to report back to the SOMP to start the return to work process.</p>
Employee	10.	CHECK IN with the CHPRC Receptionist, Room 150, 825 Jadwin (Federal Building), prior to meeting RTW Coordinator.
	11.	<p>REPORT TO RTW Coordinator with appropriate documentation to continue the return to work process:</p> <ul style="list-style-type: none"> <li>• Written release to return to work from a personal health care provider and any restrictions (if applicable)</li> <li>• <i>Benefits Return to Work Route Slip</i></li> <li>• SOMP record of visit</li> </ul>
RTW Coordinator	12.	INFORM employee they are not officially released to return to work until all steps are completed in the return to work process.
Employee	13.	REPORT TO Vivid Learning Center, to complete HGET and Access Control and Dosimetry prior to reporting to assigned work location (if applicable).
Manager	14.	ENSURE the employee's training certifications, qualifications, and EJTA are current.
RTW Coordinator/ Manager/ HR Representative	15.	<p><u>IF</u> a suitable position is not found, <u>THEN</u> CONTACT Labor Relations to determine the availability of assignments.</p> <p>a. MAINTAIN contact with the employee while evaluation of assignment availability is being conducted.</p>

- NOTE:**
- *Non-Bargaining: If there are no positions available that are commensurate with salary level and qualifications, the employee on LTD leave will be subject to termination. In the case of returning from PI, the employee may be eligible for involuntary separation benefits.*
  - *Bargaining Unit: The employee will return to the position held at the time of leave if the position is still available. If the position is not available, the company will follow the process as specified by the Collective Bargaining Agreement (CBA).*

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Actionee	Step	Action
Labor Relations	16.	REVIEW current project needs to see if other positions are available within the company.
	17.	<u>IF</u> no positions are available within CHPRC, <u>THEN</u> FOLLOW UP with other Hanford Contractors Labor Relations to inquire of open positions to be filled.
	18.	NOTIFY HR/Manager/RTW Coordinator/Records/other contractor with the location that the employee will need to go.
	19.	COMPLETE a <i>HAMTC Transfer Notice</i> (Site Form A-6002-743) <u>AND</u> HAVE the receiving company Labor Relations sign the form.
RTW Coordinator	20.	NOTIFY Worker's Compensation Specialist to see if the employee owes any arrears (see note below).
Labor Relations	21.	NOTIFY Dosimetry to have an exit Dosimetry scheduled before the transfer.
	22.	CONTACT Other Hanford Contractors HR department <u>AND</u> WORK OUT a transfer date as early as possible once Exit Dosimetry and Worker's Compensation are complete.
	23.	NOTIFY Employee with Scheduled appointments and reporting instructions.
	24.	Prior to transfer date, NOTIFY Records department <u>AND</u> PROVIDE <i>HAMTC Transfer Notice</i> to restore service dates of employee.
	25.	SEND RTW Coordinator, Dosimetry appointment, notice regarding arrears, and reporting instructions.

- NOTE:**
- *Bargaining Unit Owing Arrears: IF the employee is in arrears, HR/WC will work with the employee to collect the funds upon returning or filling out a promissory note if they are not moving to another contractor.*
  - *If the employee is being transferred to another company and the employee cannot pay for the arrears amount, then it is possible to pay by using their PTB. Site Form to Request a cash out for HAMTC workers (A 6005-484) is used and sent to Payroll. In addition, if the employee needs to fall below the contract amount in reserve of 120 hours, then an MOU through Labor Relations can be negotiated if HAMTC and Local Union approve the exception to the contract.*

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Actionee	Step	Action
Labor Relations	26.	COLLECT arrears prior to transfer, as a promissory note is not intercompany.

### 3.4 Returning to Work Following an Approved Leave of Absence Other Than Military or Family Leave

Actionee	Step	Action
Employee	1.	NOTIFY the CHPRC Return to Work Coordinator (RTW) at 376-0103 and immediate manager of desire to return to work.
RTW Coordinator/ Manager/HR Representative	2.	DETERMINE if there is an available position commensurate with employee's salary level and qualifications. <ol style="list-style-type: none"> <li><u>IF</u> there is an available position, <u>THEN</u> DIRECT employee to proceed to step 3.</li> <li><u>IF</u> there is no available position and employee is returning from personal or educational leave, <u>THEN</u> PROCESS appropriate termination paperwork.</li> <li><u>IF</u> there is an available position and the employee has been absent for more than 180 days, <u>THEN</u> PROCESS a medical evaluation through the Site Occupational Medical Provider (SOMP) and safeguard and security requirements will need to be met as with pre-employment prior to continuing with step 3.</li> </ol>

- NOTE:**
- *Re-instatement is contingent upon the following conditions of employment:*
    - Favorable drug screen results
    - Favorable responses to the pre-employment background investigation
    - Meeting the medical requirements for the position
    - Other conditions of employment imposed by the U.S. Department of Energy, Safeguards and Security Division
  - *An employee will not be entitled to reinstatement if their former position was eliminated due to a reduction in force or reorganization if they would have been affected by the change had they not been on leave, subject to any veteran's or family leave rights the employee might have.*
  - *If there is no position available, the employee on personal or educational leave will be subject to termination.*

Employee	3.	REPORT TO the SOMP at 1979 Snyder Street in Richland <u>AND</u> OBTAIN a <i>Benefits Return to Work Route Slip</i> .
	4.	REPORT TO RTW Coordinator with the <i>Benefits Return to Work Route Slip</i> .

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Actionee	Step	Action
RTW Coordinator	5.	SIGN the <i>Benefits Return to Work Route Slip (if applicable)</i> <u>AND</u> PROVIDE instructions for employee to report to Access Control and Dosimetry, prior to reporting to their assigned work location.
Manager	6.	ENSURE the employee's training certifications, qualifications and EJTA are current.

### 3.5 Returning to Work From Family Medical Leave of Absence for Self, Caring for Family Member, Bonding

Actionee	Step	Action
Employee	1.	NOTIFY the CHPRC Return to Work Coordinator at 376-0103 and immediate manager of planned return to work date.
Manager	2.	<u>IF</u> the leave was for a medical condition for the employee, <u>THEN INSTRUCT</u> employee to report to the Site Occupational Medical Provider (SOMP) at 1979 Snyder Street in Richland and to contact CHPRC RTW Coordinator at 376-0103.
Manager/ RTW Coordinator	3.	INFORM the employee they will be required to present a written release to return to work from a personal health care provider.
	4.	<u>IF</u> the leave was for the care of a family member or bonding, <u>THEN INSTRUCT</u> employee to the SOMP at 1979 Snyder Street in Richland and to contact the CHPRC Return to Work Coordinator at 376-0103. A written release from a health care provider is not needed in this case.
Employee	5.	REPORT TO the SOMP at 1979 Snyder Street in Richland with personal health care provider's written release to return to work and any restrictions from a personal health care provider for assessment (if applicable) <u>AND</u> OBTAIN the following: <ul style="list-style-type: none"> <li>• <i>Benefits Return To Work Route Slip</i> (Site Form A-6000-939)</li> <li>• SOMP Record of Visit.</li> </ul>
	6.	CHECK IN with the CHPRC Receptionist, Room 150, 825 Jadwin (Federal Building), prior to meeting RTW Coordinator.
	7.	REPORT TO RTW Coordinator with the following: <ul style="list-style-type: none"> <li>• <i>Benefits Return To Work Route Slip</i></li> <li>• SOMP Record of Visit</li> </ul>

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Actionee	Step	Action
RTW Coordinator/ Manager	8.	Using information provided by the SOMP, DETERMINE whether the employee can: <ul style="list-style-type: none"> <li>• Safely perform the essential functions of the job, with or without reasonable accommodations.</li> <li>• Work without posing a direct threat to the health and safety of others</li> <li>a. <u>IF</u> an accommodation is required or the employee has work restrictions, <u>THEN</u> REFER TO PRC-PRO-HR-048.</li> <li>b. Conditions and restrictions that cannot be accommodated, may be considered a voluntary quit.</li> </ul>

**NOTE:** *An employee will not be entitled to reinstatement if their former position was eliminated due to a reduction in force or reorganization if they would have been affected by the change had they not been on leave, subject to any veteran's or family leave rights the employee might have.*

RTW Coordinator	9.	SIGN the <i>Benefits Return to Work Route Slip (if applicable)</i> <u>AND</u> PROVIDE instructions for employee to report to Access Control and Dosimetry, prior to reporting to their assigned work location.
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### 3.6 Returning to Work From Military Leave of Absence

Actionee	Step	Action
Employee	1.	NOTIFY the CHPRC Return to Work Coordinator (RTW) at 376-0103 and immediate manager of planned return to work date following military service.
RTW Coordinator/ Manager/HR Representative	2.	DETERMINE if there is an available position commensurate with employee's salary level and qualifications.
	3.	FOLLOW appropriate legal requirements for re-employment.
	4.	INSTRUCT employee to the Site Occupational Medical Provider (SOMP) at 1979 Snyder Street in Richland and to contact the CHPRC Return to Work Coordinator at 376-0103. A written release from a health care provider may not be needed in this case.
Employee	5.	REPORT TO the SOMP at 1979 Snyder Street in Richland <u>AND</u> OBTAIN the following: <ul style="list-style-type: none"> <li>• <i>Benefits Return To Work Route Slip</i> (Site Form A-6000-939)</li> <li>• SOMP Record of Visit.</li> </ul>

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Employee	6.	CHECK IN with the CHPRC Receptionist, Room 150, 825 Jadwin (Federal Building), prior to meeting RTW Coordinator.
	7.	REPORT TO RTW Coordinator with the following: <ul style="list-style-type: none"> <li>• <i>Benefits Return To Work Route Slip</i></li> <li>• SOMP Record of Visit</li> </ul>
<p><b>NOTE:</b> <i>An employee will not be entitled to reinstatement if their former position was eliminated due to a reduction in force or reorganization if they would have been affected by the change had they not been on leave, subject to any veteran's or family leave rights the employee might have.</i></p>		
RTW Coordinator	8.	SIGN the <i>Benefits Return to Work Route Slip (if applicable)</i> <u>AND</u> PROVIDE instructions for employee to report to Access Control and Dosimetry, prior to reporting to their assigned work location.

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### 4.0 FORMS

*Benefits Return to Work Route Slip, A-6000-939*  
*HAMTC Transfer Notice, A-6002-743*  
 SOMP Record of Visit

### 5.0 RECORD IDENTIFICATION

All records are generated, processed, and maintained in accordance with PRC-PRO-IRM-10588, *Records Management Processes*.

#### Records Capture Table

Name of Record	Submittal Responsibility	Retention Responsibility
<i>Benefits Return to Work Route Slip, A-6000-939</i>	HR Personnel Records	HRIS
<i>HAMTC Transfer Notice, A-6002-743</i>	Labor Relations	HRIS

### 6.0 SOURCES

#### 6.1 Requirements

10 CFR 851, Appendix A, Part 8, *Worker Safety and Health Program, Occupational Medicine*  
 29 CFR 825, *Family and Medical Leave Act of 1993*  
 RCW Title 49, Chapter 49.78, *Family Leave*  
 RCW Title 73, Chapter 73.16, *Employment and Reemployment*  
 38 USC, Part III, Chapter 43, Subchapter II, Sections 4312, *Reemployment rights of persons who serve in the uniformed services*, and 4313, *Reemployment positions*

#### 6.2 References

PRC-PRO-HR-048, *Reasonable Accommodations to Work Restrictions*  
 PRC-PRO-IRM-10588, *Records Management Processes*