Process for Transitional Return to Work

**Supervisor** = who employee reports to on a regular basis

**Dept. Liaison** = individual in the department/unit/area who is responsible for tracking transitional work needs

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**Unaccommodated Employee remains away from work**

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**Work Connections**

- Sends Status Update to Department (Supervisor, Dept Mgr., RTW Coordinator and others as necessary)

**Supervisor**

- Can offer transitional work that meets restrictions?

**Dept. Liaison**

- Transitional work assignment available?

**Dept Liaison**

- Confirms placement details with supervisor of transitional assignment

**RTW Coord.**

- Contacts liaisons in other areas to find work. Work available?

**Unaccommodated Employee remains away from work**

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**Supervisor**

- Notifies dept liaison that no transitional work is available in the home area

**Dept Liaison**

- Notifies RTW Coordinator that the department is unable to offer transitional work

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**Dept Liaison/Supervisor**

- Confirms employee attendance on first day of assignment and notifies RTW Coordinator or claims representative

**Restrictions Continue?**

No

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**Employee Released to return to Full Duty**

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**Dept Liaison**

- Confirms employee attendance on first day of assignment and notifies RTW Coordinator or claims representative

**Restrictions Continue?**

No

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**Employee Assignment Continues**

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**RTW Coordinator, HR, WorkConn., Dept.**

- Case review to determine extension of assignment.***

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**Employee Assignment extended?**

Yes

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**RTW Coordinator/Claims Rep.**

- Reviews status after healthcare provider appointment

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**Dept Liaison/Supervisor**

- Confirms timekeeper about placement and ensures all necessary documentation is completed

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**Trans. Work Nearing 89 day mark?**

Yes

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**Employee Assignment Continues**

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**Dept Liaison**

- Notifies RTW Coordinator that the department is unable to offer transitional work

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**Supervisor**

- Contacts liaisons in other areas to find work. Work available?

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**Supervisor**

- Can offer transitional work that meets restrictions?

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**Dept. Liaison**

- Transitional work assignment available?

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**Dept Liaison**

- Notifies employee, employee’s supervisor, Dept. mgr. of work available

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**Unaccommodated Employee remains away from work**

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**RTW Coordinator**

- Contacts liaisons in other areas to find work. Work available?

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**Supervisor**

- Notifies dept liaison that no transitional work is available in the home area

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**Dept Liaison**

- Notifies RTW Coordinator that the department is unable to offer transitional work

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**Dept Liaison**

- Confirms placement details with supervisor of transitional assignment

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**RTW Coord.**

- Contacts liaisons in other areas to find work. Work available?

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**Supervisor**

- Can offer transitional work that meets restrictions?

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**Dept. Liaison**

- Transitional work assignment available?

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**Dept Liaison**

- Notifies employee and Dept Liaison

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**Department**

- Discontinue transitional assignment. Employee completes recovery away from work.