




EMPLOYEES MUST NOT RETURN TO WORK WITHOUT HUMAN RESOURCES APPROVAL!

No Restrictions – Full Duty Return	Restrictions – Accommodations Needed
<p>1 Intent to Return</p> <ul style="list-style-type: none"> You will receive notice from your employee that they plan to return to work. Verify that your employee has received approval from HR Shared Services to return. <p>2 Return Scheduling</p> <ul style="list-style-type: none"> Upon verification, schedule the employee and communicate a return to work date. Send notification of the employee's return to work date to Zachary.Hucko@uchospitals.edu and UCMCIquiries@sedgwick.com. <p>3 Confirmation</p> <ul style="list-style-type: none"> Confirm that the employee returned to work when prompted by HR or Sedgwick. 	<p>1 Intent to Return</p> <ul style="list-style-type: none"> You will receive notice that your employee wants to return to work with restrictions. Consider your department's ability to accommodate the employee using policy HR217: Equal Employment Opportunities for Individuals with Disabilities and Reasonable Accommodation as a guide. You MUST consider the specific restrictions and functions of their position prior to making a determination. Denials are subject to review by Human Resources. <div data-bbox="834 1142 1576 1335" style="background-color: yellow; border: 1px solid black; padding: 5px;">  <p>You must reply to the accommodations request within FIVE days. No response is considered acceptance of the employee's requested accommodations.</p> </div>
<p>Return from Leave Unrelated to Own Condition</p> <p>1 An anticipated return to work date will be agreed upon prior to the employee going out on leave.</p> <p>2 Maintain contact with the employee to confirm return to work date and send notification to Zachary.Hucko@uchospitals.edu and UCMCIquiries@sedgwick.com</p> <p>3 Confirm that the employee returned to work when prompted by HR or Sedgwick.</p>	<p>2 Return Scheduling</p> <ul style="list-style-type: none"> Accommodated employees receive final clearance from Occupational Medicine. Upon clearance, add them back to the schedule and set a return to work date. Send notification of the employee's return to work date to Zachary.Hucko@uchospitals.edu and UCMCIquiries@sedgwick.com. <p>3 Confirmation</p> <ul style="list-style-type: none"> Confirm that the employee returned to work when prompted by HR or Sedgwick.

Contact HRSharedServices@uchospitals.edu with any questions about the Return to Work Process