



Origination 11/1990
Last Approved 02/2025
Effective 02/2025
Last Revised 02/2025
Next Review 02/2026

Owner Beth O'Laire: VP
OF HUMAN
RESOURCES

Area Human
Resources

Applicability McLeod Health
System
Documents

Modified Duty Policy

THIS POLICY DOES NOT CREATE AN EXPRESS OR IMPLIED EMPLOYMENT CONTRACT. IT MAY BE MODIFIED OR REMOVED AT ANY TIME.

I. Purpose Statement

To provide an opportunity for employees to return to work after an injury/illness when work requirements are temporarily restricted by a physician's order.

II. Policy

McLeod Health recognizes the need for employees to return to work as soon as possible after an injury/illness upon written release by a physician or practitioner. Each Department Director will have the responsibility of defining modified duties based upon physician guidelines for the employee. For employees injured on the job, every effort will be made to return them to work within their department or within another McLeod Health Department. For injuries not work related, temporary restrictions will be reviewed in relation to the essential functions of the employee's job. If the Department Director is unable to define modified duties so that the essential functions of the job are not compromised, the Human Resources Staff will be available for consultation. Modified duties that remove an essential function will be considered only in rare circumstances, and then only if the removal is temporary and the employee will be able to resume all essential functions in the near future based upon the best medical information available.

III. Procedure

1. Communications should be maintained between the Department Director and employee while the employee is out of work.

2. When an employee is released to work with temporary medical restrictions the employee should present to Employee Health medical documentation with outlined restrictions from the physician of record. The release should state the specific restrictions, the length of time the restrictions will last, and the level of confidence of the physician that the restrictions will be lifted thereafter.
3. During any period of medical restrictions, for any reason, Occupational Health should evaluate, with the employee and the Department Director, the need to continue restrictions. When medical work-place restrictions change, medical documentation must be provided by the employee to Occupational Health for review. Human Resources may provide consultation as needed.
4. Through discussions with Occupational Health and the Department Director, the appropriate duties within the limitations of the restrictions will be determined based upon the following:
 - A. If the employee is returning to work from an on-the-job injury, every effort will be made to find work that will accommodate the medical restrictions within the employee's department. The employee may be assigned work outside of their normal job duties. If work cannot be provided in the employee's department, the department's Vice President will look other places in the division. If the Vice President is unable to find work for the employee, Human Resources will assist by looking in other divisions. The Department Director and Occupational Health will monitor the restrictions at least every 30 days to evaluate progress in relation to returning the employee to their regular job, using documentation provided by the appropriate healthcare provider. Temporary medical restrictions may require ongoing monitoring by the Department Director. Medical documentation updating the job limitations/ modifications until a full release is issued will be provided to Occupational Health.
 - B. For injuries not work related, if the restrictions are temporary, but limit the employee's ability to do the essential functions of their position with or without reasonable accommodations, the restrictions will be reviewed by Occupational Health through consultation with the Department Director. As determinations are made related to the essential job function requirements related to the restrictions, Occupational Health may consult with Human Resources Leadership related to the temporary workplace restrictions. A position or work will not be created for the employee. Human Resources may require the employee to return to leave status if the duration of the leave is reasonable after considering the likelihood the restrictions will be lifted. Alternatively, McLeod Health may temporarily reassign the employee to a vacant position for which the employee is qualified with outlined temporary restrictions until the temporary restrictions are lifted. While a search for a suitable position is conducted, the employee may be placed on administrative leave; based upon the level of restrictions, the employee may also be continued on a medical leave of absence. Leave may be job protected or non-job protected, depending on the circumstances.
 - C. For injuries that are of a permanent nature that limit the employee from doing the essential functions of their job, Human Resources will provide consultation to the employee and Department Director to determine whether a reasonable accommodation that can be implemented that would allow the employee to perform

all essential functions of the employee's position without posing an undue hardship or a threat to health and safety. If not, then Human Resources will assist the employee in searching for positions within McLeod for which employee may be qualified and which employee can perform with their restrictions. A position/work will not be created for the employee. The employee's position will not be held during the job search. The employee will be on administrative leave status.

5. During any period of medical restrictions, for any reason, the Department Director should evaluate, with the employee, the physician's continued treatment program. When medical work-place restrictions change, a medical documentation must be provided by the employee to the Department Director. Human Resources staff will provide consultation as needed.
6. The employee is expected to continually strive to return to full duty by following physician's treatment orders diligently and restrictions at work and during non-working hours.
7. McLeod Health reserves the right to end the accommodation/work if the accommodation is no longer effective, is no longer reasonable, becomes an undue hardship to continue, or McLeod determines a threat to health and safety exists.

IV. Equipment Needed

Not Applicable

V. Addendums

Applies to all McLeod Health entities.

VI. Attachments

Not Applicable

VII. Related Links

Not Applicable

VIII. References

Not Applicable

All Revision Dates

02/2025, 06/2021, 08/2018, 04/2017, 04/2015, 03/2008, 10/2006, 03/2005, 07/2004, 09/1993, 11/1990

Approval Signatures

Step Description

Approver

Date

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Beth O'Laire: VP OF HUMAN RESOURCES	02/2025

Applicability

MPA / Provider Based Clinics, McLeod Darlington, McLeod Dillon, McLeod Family Medicine, McLeod Health, McLeod Health Clarendon, McLeod Hospice | Home Health, McLeod Loris Seacoast, McLeod Regional Medical Center, McLeod Cheraw

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