

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
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I. Policy

This policy/procedure outlines St. Joseph Academy's Return to Work Program when an employee is injured on the job or due to disability-related reasons.

II. Procedures

- A. To be considered work-related, injury or illness must arise from and occur in the course of employment.
- B. Following an injury, employees must notify their supervisor within 24 hours and complete an Employee Incident Form. Upon completion, this form should be returned to the Human Resources Department.
- C. Employees choosing to seek medical treatment may be seen at Concentra or the employee's physician of choice. Employee must bring copy of Employee Incident Form to physician.
- D. Any absence from work must be authorized by the employee's treating physician. If physician places employee on work restrictions, St. Joseph Academy will make reasonable accommodations until physician releases employee from all restrictions. A Reasonable Accommodation Request Form must be completed by the employee and returned to Human Resources. Renewals for Reasonable Accommodations will be required every 30 days from the treating physician.
- E. The Return to Work program enables employees to safely transition back into the work environment after an injury or disability-related incident. This program ensures compliance with disability-related legislation such as Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the Occupational Safety and Health Act (OSH Act), and workers' compensation and other state laws.
- E. When all restrictions are lifted, written clearance from the treating physician documenting that the employee is fully capable of performing regular job duties must be provided to Human Resources and the Supervisor.

Approved by: 
Director of Human Resources

Date 2/10/21

Approved by: 
President/CEO

Date 2/9/2021