

TRANSITIONAL RETURN TO WORK PLAN AGREEMENT

As part of the Transitional Return to Work program, UC Merced provides temporary transitional return to work (TRTW) assignments for eligible employees. These assignments are for employees who are temporarily unable to perform their usual and customary job duties due to an industrial or non-industrial illness or injury and agreed upon a temporary work assignment. This TRTW plan formally documents the temporary assignment made in order to allow the employee to return to work safely based on the treating Health Care Provider's temporary restrictions. TRTW assignments may last up to 90 days. (Extension will be considered on a case-by-case basis). **Fax or scan the completed forms to the Benefits Analyst @ benefits@ucmerced.edu.**

Employee Name:	Job Title:
Supervisor Name:	Department:
Temporary Work Assignment Start Date:	
Temporary Work Assignment End Date:	

Your health care provider has indicated the temporary work restrictions listed below:

Temporary Work Assignment – Provide details regarding duration and specifics of the temporary work assignment (attach additional sheets if necessary):

Employee's Responsibilities:

- Observe all work, attendance, and safety rules at the TRTW location.
- Work within the restrictions recommended by the Health Care Provider.
- Notify supervisor of medical and related treatment appointments three (3) days prior to the appointment and schedule appointments during non-work hours when possible.
- Contact supervisor prior to beginning of shift if unable to work for any reason.

Supervisor's Responsibilities:

- Ensure that duties assigned are within the restrictions.
- Contact the Benefits Analyst immediately in the event of performance or attendance problems.
- Contact the Benefits Analyst if employee is unable to work or leaves prior to their end of shift due to the industrial related injury.



By signing this agreement, the employee and supervisor acknowledge their responsibilities and agree to follow the restrictions listed. The purpose of the temporary work assignment is to provide UC Merced employees the opportunity to continue to work while recovering from an injury or an illness. The Transitional Return Work Plan does not represent a permanent change in the employee's job description. If any problems develop during the period of this agreement, it is important to address them through open and supportive communication. If assistance is needed contact the Benefits Analyst at <PHONE NUMBER>.

Employee Signature

Date

Supervisor Signature

Date