DISABILITY LEAVE BENEFITS TRANSITIONAL WORK POLICY

POLICY STATEMENT:

The Ohio Department of Transportation is committed to returning employees to work as soon as possible following a non-work related illness or injury. Transitional work is a way for a recovering employee to return to work earlier than expected while still performing some portion of their assigned duties or work a limited number of hours. In order for the Transitional Work Program (TWP) to be successful, it is each supervisor/manager’s responsibility to understand the Disability Leave Benefit TWP; maintain communication with each employee under their supervision who is on Disability Leave Benefits; work in cooperation with their local Personnel staff on ways a disabled employee can return to work under a Transitional Work agreement.

AUTHORITY:

Ohio Administrative Code 123:1-33-07

State of Ohio - OCSEA Contract, Articles 15(C) & 35.01 (E)

SCOPE:

This policy is applicable to all supervisors/managers within the Ohio Department of Transportation.

DEFINITIONS:

TWP: Transitional Work Program

TRAINING:

The Division of Quality and Human Resources will provide a variety of training and information (i.e. web site) on Transitional Work programs. New supervisors/managers will receive training on these programs within the first year of assuming a supervisory position. Updated training will be offered periodically or as requested.