

- Grambling State University strives to assist employees to return to work at the earliest possible date following an injury or illness. A return-to-work program has several benefits for both the employer and employees by minimizing time lost from work.
- This policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA). Inquiries about the ADA or FMLA should be directed to the human resource department (HR).

## **Higibility**

The policy applies to regular full- and part-time employees who are on leave as a result of injury or illness and who are receiving workers' compensation benefits.

## Transitional Work

- Grambling State University defines "transitional work" astemporary, modified work assignments within the worker's physical abilities, knowledge and skills.
- When possible, transitional positions will be made available to injured workers to minimize or eliminate time lost from work. Grambling State University cannot guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.
- In the event an employee refuses transitional work (outside the employee's FMLA benefits period) and the employee satisfies the restrictions and ability to perform the transitional position, Grambling State University is not obligated to provide an alternative position. In such cases, Grambling State University will notify the insurance carrier of the employee's refusal of the transitional work.

## **SAFETY FIRST**

## Welcome Back!

The Department of Safety and Risk Management at Grambling State University primary objectives are to ensure the safety and health of our Employees, Students, and to protect company property. Our goal isto provide safe and healthful learning and working conditions for all.

This is a mandatory safety training that ALL GSUEMPLOYEES must review annually. Again, the purpose is to ensure that everyone is aware of the importance of following safety procedures, informed of their RIGHTS, and how to prevent unfortunate situations.

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