

Employee Information Sheet

UCSF values its employees and their contributions; and therefore strives to provide an injured or disabled employee the opportunity to return to temporary or transitional work as soon as their condition permits. Transitional work allows an employee with temporary work restrictions to work in a modified, alternative, or reduced-hours capacity, for a defined period of time, while recuperating from an illness or injury. In most cases, transitional work has a positive impact on your recovery, while you are transitioning back to regular work.

In your particular case, your treating physician has released you to transitional work. You and your supervisor will review whether your restrictions can be accommodated and if so, the details of the temporary accommodation will be written into a Transitional Work Plan (TWP), so you will both have a clear understanding of your job duties and/or work restrictions. Depending on the nature of your work restrictions, your transitional work may not be that different from your regular job. Please remember that this is not a permanent position; it is only temporary.

If your transitional job is full-time, you will receive your regular pay and benefits during your transitional assignment. If you have been released to work only on a part-time basis, your pay, benefits, and hours will be adjusted accordingly. Your department benefits representative can help you determine how your pay and benefits will be affected if you return to work on a part-time basis.

To ensure a successful TWP, your cooperation is vital. You need to be an active participant in this program to make it work. Therefore, the following provides some guidelines for you to follow:

- Follow the work restrictions recommended by your physician. If asked to perform a task that exceeds your restrictions or you feel unable to perform a task, it is your responsibility to immediately notify your supervisor.
- Follow all work and safety rules at the location of your transitional work assignment.
- Total working hours are not to exceed physician recommendations or pre-injury appointment.
- Notify your supervisor if unable to report to work for any reason.
- Attempt to schedule doctor and physical therapy appointments at time when you are not scheduled to work. If you must leave work, you must receive prior approval from your supervisor.
- Perform your transitional work in a professional and responsible manner, as if it was your regular position.
- Notify your supervisor immediately, and provide medical documentation, if your physician:
 - Takes you off of work
 - Changes your work restrictions
 - Releases you to your regular position without work restrictions

If you have any questions or concerns with this Transitional Work Program, please contact your supervisor or Disability Management Services at (415) 476-2621.