

UCSF provides temporary transitional work assignments for eligible employees temporarily unable to perform their usual and customary job duties due to a work-related or non-industrial illness or injury. This Transitional Work Plan (TWP) 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. Agreements made in this plan are based on the interactive process between the employee and the supervisor.

Employee Name:		TWP is valid: From: To:
Regular Job Title:		
Department:	Supervisor Name:	

Your Medical Provider has indicated the temporary work restrictions listed below:

**Employee's Responsibilities:**

- Observe all work, attendance, and safety rules at the TWP location.
- Work within the restrictions recommended by the treating physician
- Contact TWP Supervisor prior to beginning of shift if unable to work for any reason.

**TWP Supervisor's Responsibilities:**

- Insure that duties assigned are within the physician restrictions.

**TWP Assigned Job Duties and Responsibilities:**

Perform essential functions of \_\_\_\_\_ or list assigned duties:  
M T W T F S S Job Title Shift:

By signing this Agreement, the employee and supervisor acknowledge their responsibilities and agree to follow the restrictions listed above. The purpose of the temporary assignment is to provide UCSF employees the opportunity to continue to work while recovering from an injury or an illness. The Transitional Work Plan does not represent a permanent change in the employee's job description. Eligibility to remain in the program will be assessed on an ongoing basis. Hours of transitional work should be consistent with employee's appointment, subject to policy and contract provisions. If assistance is needed contact the HR/DMS.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
DMS Representative Date

## 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 his/her 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.