

Administrative Procedure

CPCC-PRO-HR-693

PRC-PRO-HR-693

Return to Work after Personal Medical-Related Condition or Absence

Revision 1, Change 0

Published: 10/19/2021

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Program: Human Resources

Topic: Human Resources

Technical Authority: Smith, Rebecca

Functional Manager: Diaz, Peter

Use Type: Administrative



- Central Plateau Surveillance and Maintenance :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- 100 K Facility :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Canister Storage Building/Interim Storage Area :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Plutonium Finishing Plant :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Solid Waste Operations Complex :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Transportation :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Waste Encapsulation Storage Facility :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- 324 Facility :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- PFP Ancillary Structures :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B

JHA: Administrative

Periodic Review Due Date:10/19/2026

Rev. 1, Chg. 0

Change Summary

Description of Change

Removed the steps for returning from a leave of absence (these were put into PRO-HR-114).

Return to Work after Personal Medical-Related Condition or Absence

Simplified the return process.

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1.0 INTRODUCTION**1.1 Purpose**

This procedure provides company level guidance to Central Plateau Cleanup Company (CPCCo) employees who are returning to work after a work-related or non-work-related medical condition or absence that does not involve a leave of absence.

1.2 Scope

This procedure defines individual responsibilities for employees returning to work after a medical condition or a brief (5 consecutive workdays, or an equivalent time period for those individuals on an alternative work schedule) medical absence.

This procedure does not apply to employees returning from a leave of absence (short- or long-term disability [STD or LTD], personal, educational, military, or family medical leave of absence). Refer to CPCC-PRO-HR-114, *Leaves of Absence*, for instructions when returning from a leave of absence.

1.3 Applicability

This procedure applies to all regular full and part-time employees.

1.4 Implementation

This procedure is effective upon publication.

2.0 RESPONSIBILITIES

All responsibilities associated with this procedure are identified in the process steps.

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3.0 PROCESS

3.1 Returning from Personal Medical Condition or Absence

Actionee	Step	Action
Employee	1.	<p>NOTIFY immediate manager of either the following:</p> <ul style="list-style-type: none"> • Any personal injury or illness resulting in an absence of five (5) or more consecutive workdays • Any personal injury, illness, condition, or treatment that impacts the ability to do work safely and reliably as defined by their Employee Job Task Analysis (EJTA)
		<p>NOTE:</p> <ul style="list-style-type: none"> • <i>Employees do not need to disclose personal medical information to the manager, only the impact.</i> • <i>Injury, illness, condition, or treatment that may impact work includes those that may result in work restrictions, wounds, or potentially compromises occupational medical clearances.</i> • <i>Management may initiate visit to HPMC Occupational Medical Services, the Hanford Site Occupational Medical Service Provider (OMSP).</i>
	3.	<p>OBTAIN a written release from a personal health care provider to return to work.</p> <p>a. If the employee went to the OMSP during work hours due to an illness or injury during work, a release from a personal health care provider would be unnecessary, unless required by the OMSP.</p>
	4.	<p>TAKE release from personal health care provider to OMSP and obtain a return to work Record of Visit (ROV).</p>
	5.	<p><u>IF</u> released to return to work with no restrictions, <u>THEN</u> REPORT to work <u>AND</u> PROVIDE manager with a copy of the OMSP ROV.</p>
	6.	<p><u>IF</u> released to return to work with permanent restrictions, <u>THEN</u> REFER to CPCC-PRO-HR-54797, <i>Accommodations in the Workplace</i>, and stop use of this procedure.</p>
	7.	<p><u>IF</u> released to return to work <u>with</u> temporary restrictions, <u>THEN</u> CONTACT Manager to determine if the restrictions can be temporarily accommodated.</p>

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Manager	8.	DISCUSS the information with Case Management specialist (safety) to determine if temporary restrictions can be accommodated.
	9.	<u>IF</u> temporary restrictions cannot be accommodated, <u>THEN</u> DIRECT employee to stay home.
Employee	a.	BEGIN this procedure again when restrictions from the releasing health professional change.
Manager / Safety	10.	<u>IF</u> the temporary restriction can be accommodated, <u>THEN</u> DIRECT the employee to report to work.
	11.	TRACK the re-assessment of the employee's temporary restriction until there is no longer a restriction or the restriction can no longer be accommodated. <ul style="list-style-type: none"> • <u>IF</u> a temporary restriction becomes permanent, <u>THEN</u> REFER to step 5 of this procedure. • <u>IF</u> a temporary restriction can no longer be accommodated, <u>THEN</u> REFER to step 8 of this procedure.

4.0 FORMS

Occupational Medical Service Provider (OMSP) Record of Visit

5.0 RECORD IDENTIFICATION

None

6.0 SOURCES

6.1 Requirements

10 CFR 851, Appendix A, Part 8, *Worker Safety and Health Program, Occupational Medicine*

6.2 References

CPCC-PRO-HR-54797, *Accommodations in the Workplace*