



Modified Duty Policy

The Company may offer light, reduced, or modified duty adjustments to existing jobs or transfers to available positions for employees who are injured or temporarily unable to perform some job functions. This work is offered on a temporary basis and is subject to availability. The Company reserves the right to determine the availability, appropriateness, and continuation of all light duty modified work assignments. The intent of light duty is to provide temporary accommodation until the employee can recover and return to their regular work duties.

For workplace injuries and accidents covered by workers' compensation, employees will be offered light or modified duty to allow them to return to work, except when it is not possible or not medically advisable. Refusal to accept approved light or modified duty assignments may limit or reduce workers' compensation benefits.

Pregnant employees who request pregnancy disability accommodations will be granted the same access to light or modified duty as employees injured on the job, described above. Employees returning from workplace injuries and employee-requested pregnancy disability accommodations will receive priority for light or modified duty assignments.

Employees with disabilities, or with covered conditions that qualify as disabilities as defined under the Americans with Disabilities Act (ADA) may also be eligible for temporary adjustments to existing jobs or transfers to vacant openings for which the employee is qualified. However, if the Company receives notice from an employee's doctor of permanent or long-term restrictions, then temporary light duty will not be offered. Instead, the Company will engage the employee in the interactive process to pursue other forms of accommodation. Light or reduced duty will generally not be approved if it eliminates an essential function of a job. Transfers will only be allowed if a position for which the employee is eligible and qualified is available. The Company will attempt to provide a light or modified duty when it is feasible, medically necessary, and does not impose an undue hardship on the Company under applicable federal, state, or local law.

The Company does not have a predetermined period of time in which modified light duty or job transfers are granted. However, if a light duty assignment lasts for six months or longer, the Company will re-evaluate the appropriateness of offering continued light duty and may engage the employee in the interactive process to see if other accommodations are more appropriate.

The Company offers transfers to employees injured on the job who are eligible for a temporary assignment. In other circumstances, employees may request light, reduced, or modified duty and must do so by contacting the [\[Safety Office, HR\]](#) [\[in writing/in person\]](#). The

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request should be accompanied by a doctor's statement identifying the work restrictions of the disability, the date, and the estimated date the employee can resume normal duties and, where appropriate, diagnosis or prognosis.

The Company will review the doctor's statement of work restrictions and will determine whether any productive light duty transitional work is available that meets the needs of the Company and the employee's physical capabilities.

Employees working light duty are not to go beyond their doctor's restrictions or exceed the duties of the assignment. Employees are expected to keep the Company informed concerning any changes in their medical status. If there are any changes to an employee's medical restrictions, the employee must immediately notify the Company and provide a copy of the new medical release from their medical practitioner.

Before returning to regular employment with the Company, employees may be required to submit a written fitness for duty certification. This should detail the ability to work and include any remaining restrictions. Upon returning to work, if employees qualify, they will be reinstated to their former position or one that is substantially the same, depending upon availability at that time.

The Company observes and complies with federal and state medical leave regulations. Employee disability records will be secured and maintained in accordance with applicable confidentiality requirements as delineated in the Americans with Disabilities Act or other applicable laws.

Employees should not provide any genetic information when responding to requests for medical information. This includes, but is not limited to, an individual's family medical history and the results of an individual's or family member's genetic tests.

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