

## Transitional (Temporary) Work Agreement

This Transitional Work Agreement is to document the temporary arrangements made in order to allow the employee named below to continue to work while recovering from an injury or illness. The purpose of this agreement is to facilitate recovery, prevent deterioration of work skills, and return the employee to work as soon as medically possible. The agreements made in this plan were reached through an interactive discussion between the employee and supervisor. These agreements were made to accommodate the temporary work restrictions provided by the employee's treating physician. Attached, please find medical documentation stating these work restrictions. All parties understand that they need to strictly adhere to these work restrictions.

Employee: \_\_\_\_\_ Department: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Current work restrictions/limitations:

Modified Duty details (use additional pages as necessary):

This Transitional Work Agreement will be from \_\_\_\_\_ to \_\_\_\_\_. (please specify dates-typically not more than 60 to 90 days unless approved by Disability Management Services). This Transitional Work Agreement will be reviewed with the employee and updated if necessary, on the following date: \_\_\_\_\_ (e.g., midpoint date). You may choose to schedule a consultation with DM regarding any questions regarding the effectiveness of the identified accommodations or any suggested action items

Employee confirms that he/she/they received a copy of the Employee Information Sheet

Initials: \_\_\_\_\_.

*It is understood that these are temporary arrangements designed to allow UC Berkeley employees to continue to work while recovering from illness or injury. This Transitional Work Agreement does NOT represent a permanent change of duties or responsibilities. It is understood that any problems that may arise during this transitional work period shall be discussed between the supervisor and employee. If assistance is needed, please contact Be Well at Work Disability Management Services at (510) 643-7921 or [dms@berkeley.edu](mailto:dms@berkeley.edu).*

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

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

# Employee Information Sheet

UC Berkeley values its employees and their contributions; therefore, the University 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 on a temporary basis, while recuperating from an illness or injury. In most cases, transitional work has a positive impact on an employee's recovery time while preparing to return to regular work.

In your particular case, your treating physician has released you for transitional work and your department can accommodate your work restrictions. Depending on the nature of your work restrictions, your transitional work may or may not be that different from your regular job. Your supervisor will discuss the details of your transitional work plan with you. These details will be documented in a Transitional Work Agreement so that your supervisor and you will both have a clear understanding of your job duties and/or work restrictions. Please understand that this is not a permanent change in your position.

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

To ensure a successful Transitional Work Agreement, 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 appointments.
- Notify your supervisor by the start of your shift if you are unable to report to work for any reason.
- Try to schedule doctor and physical therapy appointments at times 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, just as you would in 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 (510) 643-7921 or [dms@berkeley.edu](mailto:dms@berkeley.edu).