

**RETURN-TO-WORK INSTRUCTIONS  
NON-INDUSTRIAL/ NON-WORK-RELATED INJURIES/ILLNESSES**

Return-to-Work (RTW) Office:	Meach Davis <a href="mailto:mdavis@oside.us">mdavis@oside.us</a> Tel: (760) 966-4035
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1. As soon as there is knowledge of an absence, the employee must:
  - a. Notify their Principal, Supervisor or Administrative Secretary
  - b. Enter the absence in Frontline as sick time
2. The notice must include when the absence will begin and estimated return-to-work date. If the absence will be longer than 5 workdays, the employee may be required to provide a doctor's note.
3. Employees must provide the doctor's note/ return-to-work documentation to the Return-to-Work (RTW) Office within 24 hours after each medical visit. A copy may be submitted either in person, via e-mail or fax.
4. The following information must be included in the doctor's note:
  - a. Date of the medical visit
  - b. A list of specific limitations/ restrictions if any
    - i. Date the limitations/ restrictions will begin
    - ii. Date the limitations/ restrictions will end
  - c. Date of return to work without restrictions
  - d. Date of the next evaluation if any
  - e. Physician's name, address, and phone number
  - f. Physician's signature
5. Any limitations/restrictions will be reviewed by the District's RTW Technician who, along with the employee's immediate supervisor, site administrator, and directors of human resources, will identify tasks and available options. The RTW Technician will discuss the return-to-work plan with the employee and issue the appropriate notice.
6. If modified duty is available, the employee will be required to sign the Modified/ Alternative Work Offer Letter prior to returning to work.
7. Due to safety concerns, staff who primarily work at school sites cannot be allowed to work on campus if the limitations/ restrictions include the use of crutches.

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**Board of Education**

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