

## **BILL OF RIGHTS**

We as an employer would like to let you know that we will cooperate in the utmost in your recovery process so as to help expedite a complete recovery from your injury and a successful return to work. In order to help facilitate this mutually beneficial outcome, we would ask that you please abide by the following criteria during your absence from work.

1. Telephone contact: You are required to contact Human Resources at least once every two weeks by telephone to advise us of your current status.
2. Personal contact: You are required to come into the company personally to speak with a Human Resource Department regarding your progress at least once a month.
3. Documentation: For the period of time that you are absent from work and recovering from your injury, we require that you supply written documentation from your treating physician documenting the need to be off of work every two weeks. This information can be sent to the Human Resource Department but must be on a note signed by the treating physician.
4. Availability of light duty work: The company has a policy of accommodating virtually all restrictions on a temporary basis so as to help expedite a successful return to work. Attached is a one page flyer describing the company's light duty policy and we would ask that you please provide this document to your physician and discuss this information at your next appointment so as to help expedite a successful return to work in our light duty program.

## **EMPLOYER RESPONSIBILITIES**

- A. Providing light duty work
- B. Assist in helping to insure prompt delivery of all worker's compensation benefits including TTD and medical
- C. Job protection and accommodation