

## Return to Work Process

It is NHRMC's goal to maintain a safe workplace for our employees. After a leave of absence from NHRMC regarding your own medical conditions, you must be cleared to return to work. This guide will help answer questions you may have surrounding your return.

Following this guide helps make the process of returning to work as smooth and efficient as possible. This process includes you, the employee, your doctor, Employee Health, Human Resources and your supervisor to ensure your health and recovery is always given top priority.

- ⇒ Call Employee Health at 343.7445 to schedule an appointment. You must bring information from your doctor regarding your medical status and any restrictions if applicable.
- ⇒ If you have no restrictions, Employee Health will notify your supervisor that you have been cleared to return to work. Your supervisor will take steps to return you to the schedule and reactivate your badge.
- ⇒ Using the information from your doctor and your job description, Employee Health will perform an essential job function analysis. If your doctor has noted restrictions for your return, it will take two (2) business days to complete your analysis and give you an answer on your return to work status. **Plan for this two (2) day timeframe in advance!** A determination will be made based on your restrictions and the needs of your department. Once the essential job function analysis is complete, your HR Business Partner will follow up with you directly.

*Remember when calling Employee Health to schedule your appointment to plan for two (2) business days for this analysis to be finalized. You may not return to work until this is complete and you have been cleared.*

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There are many people involved in the return to work process. Noted below are the resources you have available to you for a smooth return to work!

For questions regarding your medical status contact: **Your Doctor**

For questions regarding your return-to-work appointment contact: **Employee Health**

For questions regarding your essential job function analysis: **Your HR Business Partner**

For questions regarding your benefits: **Your HR Benefit Administrator**

HR main number: 343.7049

Employee Health main number: 343.7445