Overview

Benefits of Transitional Work

Working while recovering from an injury or illness is beneficial for employees:

- Recovery is faster
- Income loss reduced or eliminated
- Vacation/sick time continues to accrue
- UC contribution portion of medical benefits continues to be paid
- Connection to colleagues and department is preserved
- New skills can be developed

Working while recovering from an injury or illness is beneficial for UCSB:

- Retain worker’s skills and knowledge
- Keep morale and productivity high
- Keep disability costs down
- No substitute workers need to be hired and trained

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Transitional Work Program

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Helping employees return to full duties

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In order to reduce time away from work while healing, the Transitional Work Program (TWP) provides any injured or ill employee a productive, temporary work assignment that is within the treating physician’s recommendation.

Instead of employees being “off work”, transitional work assignments allow a gradual return to full duties.

It is not appropriate for a supervisor to ask about medical diagnosis or treatment and this personal information is not necessary to develop a TWP plan.

**Why Offer Transitional Work?**

**Participation in TWP**

Employees with temporary physical or mental limitations who may be unable to perform their entire job can often do some of their job duties while recovering. The TWP focuses on what job duties an employee can do while following the work restrictions that a physician (or treating provider) has prescribed.

When given written permission by a physician/provider to work with temporary restrictions or limitations, TWP participation is mandatory. Employees will work with their supervisor, with assistance from the TWP Coordinator, to develop a temporary modified or alternate work assignment.

Transitional work assignments are typically less than 30 days, and generally, no longer than 90 days, and are reviewed on a case-by-case basis.

**Modified or Alternate Work**

Temporary modified work is ideal for the department and employee. Efforts will be made to adjust (modify) the work duties to allow an employee to continue to work in their position and remain in their “home” department.

Temporary alternate work is appropriate when the job duties cannot be modified enough to allow an employee to perform their regular job. Other (alternate) work duties can be within the department or elsewhere on campus.

**TWP Process**

- **Doctor releases employee to full duties**
- **Employee is injured or ill**
- **Employee goes to the doctor**
- **Doctor restricts certain activities**
- **Modified or alternate work is determined**
- **Employee meets with TWP Coordinator**
- **TWP Coordinator monitors progress**
- **Employee tells manager of the restrictions**
- **Employee works regular duties**

It is the employee’s responsibility to:

- Follow the work restrictions. If asked to perform a task that exceeds the work restrictions, please inform your supervisor.
- Periodically obtain a physician’s work status report/note and provide it to the supervisor.