



CAL POLY POMONA WORKERS' COMPENSATION RETURN-TO-WORK PROCESS

Supporting Your Safe and Successful Return to Work

Cal Poly Pomona is committed to helping employees recover from workplace injuries and return to work safely and efficiently.



RETURNING TO WORK WITHOUT RESTRICTIONS

If your treating physician releases you to return to work **without restrictions**, you must:

- ✓ Obtain a written full-duty release from your treating physician.
- ✓ Immediately submit the release to the Workers' Compensation Office prior to returning to work.

The release may be submitted through:



Email



Fax



Secure
Submission Form

IMPORTANT REMINDERS



The Workers' Compensation Office will notify your supervisor regarding your work status.



Employees **may not return to work** without a written release from their treating physician.



Supervisors **should not** permit an employee to return to work until the release has been received and reviewed by the Workers' Compensation Office.



RETURNING TO WORK WITH RESTRICTIONS

If your physician releases you to **modified-duty** or **light-duty** work, the Workers' Compensation Office and your manager will:

- 1 Review the medical work restrictions.
- 2 Work with your department to determine whether the temporary restrictions can be accommodated.



IF RESTRICTIONS CAN BE ACCOMMODATED

You will meet with your supervisor and the Workers' Compensation Office to:

- Review the physician's work restrictions.
- Discuss temporary work assignments and duties.
- Ensure you understand your modified-duty responsibilities.



Your temporary duties will be reviewed regularly to:

- Monitor your recovery progress.
- Evaluate any changes to your restrictions.
- Adjust duties as appropriate until you can safely return to your regular position.



IF RESTRICTIONS CANNOT BE ACCOMMODATED

A Workers' Compensation staff member will contact you to discuss available options and next steps.



NEED AN ADA REASONABLE ACCOMMODATION?

Employees who may need an accommodation under the Americans with Disabilities Act (ADA) should contact the Cal Poly Pomona ADA Office to begin the reasonable accommodation process.



ADA EMAIL:
adacoordinator@cpp.edu



ADA OFFICE PHONE NUMBER
(909) 869-4095

QUESTIONS?

WORKERS' COMPENSATION OFFICE



Email: workerscomp@cpp.edu



Phone: **(909) 869-4467**



Location: Student Services Building (SSB)
121 West | 2nd Floor | Room 2700



TOGETHER, WE SUPPORT A **SAFE RECOVERY AND SUCCESSFUL RETURN TO WORK.**