



# Return to Work Form

Email to: [HRActions@greenville.k12.sc.us](mailto:HRActions@greenville.k12.sc.us)

Fax to: 864-355-9909

This form is required for any return to work following an Approved Leave of Absence.

Name: Last, First, Middle Initial (PLEASE PRINT)			
Employee Number	Last Day Worked	Date Eligible to Return to Work	Worker's Comp (Y/N)
Description of any work restrictions (documentation required and attached) <SEE BELOW IF RESTRICTIONS>			
School/Department	Current Job	Supervisor's Name	

By my signature below, I certify that the above facts are true and accurate. I understand that I must attach documentation from a health care provider supporting this request.

**I understand that if my health care provider releases me to return to work with restrictions, I must contact my Supervisor AND Human Resources PRIOR TO RETURNING TO WORK so that any restrictions can be reviewed based on the requirements of my job.**

\_\_\_\_\_  
Employee's Signature                      Date Signed                      \_\_\_\_\_  
Supervisor's Signature                      Date Signed

## **PART II: HUMAN RESOURCE REVIEW/APPROVAL ON WORK RESTRICTIONS**

Restrictions will be reviewed with Employee's Supervisor, Human Resources, and other management as required.

- Employee may return to work with restrictions. A review will be held no later than six weeks after return to work with restrictions.
- Employee **MAY NOT** return to work with restrictions. Restrictions do not allow the employee to perform the essential functions of their job. It is the responsibility of the employee to notify Supervisor and Human Resources when the restrictions have been lifted or modified.
- Employee **MAY NOT** return to work with restrictions. Restrictions are permanent. Human Resources will schedule an appointment to review available options with the employee.

Human Resource Signature \_\_\_\_\_ Date \_\_\_\_\_

## **PART III: NOTIFICATION:**

Date Notification Forwarded: \_\_\_\_\_

- Employee
- Manager
- Payroll
- Risk Management
- PMA