



Administrative Policies and Procedures

Office of the Executive Vice President for Administration

Policy Title	Temporary Limited Duty
Approved	February 1999

When an AHEC classified or exempt employee suffers an on the job injury, temporary limited duty will be considered. If the employee is capable of performing limited duties prior to release to normal duties, a temporary assignment may be made within the conditions of a physician's certificate or work status report. This assignment may be made in any department, subject to the availability of work and the employee's Restrictions and qualifications. The duration of the assignment will not exceed six months. The limited duty assignment and its duration will be determined by the supervisor and the division director in consultation with the AHEC Human Resources Department, and shall be in the best interest of the organization.

If the employee cannot return to full duty at the end of the limited duty assignment, the case will be reviewed pending MMI (*maximum medical improvement*) and leave exhaustion, and the employee will be separated from service unless another statute or regulation prevents separation.