

## (RTW)/Light Duty Program

Workplace injuries happen, but they don't have to result in extended time away from work. A Return to Work (RTW) Program helps injured employees stay engaged and recover faster by providing temporary, modified, or transitional job duties that align with medical restrictions. This is often referred to as a light-duty program, allowing employees to contribute in a way that supports their recovery while maintaining workplace productivity.

For businesses, an RTW/Light Duty Program is a proven strategy to manage workers' compensation costs while improving productivity and morale. Rather than waiting for full recovery, employees can continue contributing in meaningful ways, keeping operations running smoothly.

### Why Should Your Business Have a RTW/Light Duty Program?

- **Lowens workers' compensation costs-** Industry data shows RTW/Light Duty programs can cut costs by 10-20% by reducing lost time and claims expenses.
- **Keeps productivity high-** When employees can perform modified tasks, the business doesn't lose as much operational capacity.
- **Supports employee recovery-** Staying active and engaged at work promotes faster healing and prevents feelings of isolation or frustration.
- **Boosts morale and retention-** A strong RTW/Light Duty Program shows employees they are valued, which increases job satisfaction and loyalty.
- **Reduces fraud and abuse-** When employees remain engaged in meaningful work, the risk of exaggerated claims and extended absences decreases.

An effective RTW/Light Duty Program isn't just about cost savings—it's about keeping businesses strong and employees supported.

### How to Implement a RTW/Light Duty Program Program

A successful RTW/Light Duty Program requires planning, communication, and coordination. Businesses should take the following steps to establish an effective program:

- Develop a written RTW/Light Duty policy outlining expectations and procedures.
- Identify light-duty job options that align with common medical restrictions.
- Train supervisors on how to manage employees returning under work restrictions.
- Work with medical providers to ensure appropriate job placement based on restrictions.
- Communicate with employees before injuries occur so they understand the RTW/Light Duty process.

- Coordinate with workers' compensation claims adjusters to facilitate a smooth transition.

### **Who Should Be Involved in Setting Up an RTW Program?**

Implementing an RTW/Light Duty Program requires collaboration across several roles:

- Supervisors – Monitor employees and ensure compliance with medical restrictions.
- HR and Safety Personnel – Oversee program implementation and provide guidance.
- Medical Providers – Establish work restrictions and assess recovery progress.
- Claims Adjusters – Help coordinate benefits and return-to-work approvals.

By ensuring these key roles are involved, businesses can create a more effective and well-structured RTW/Light Duty program.

If you need help setting up an RTW/Light Duty Program, please contact AlaCOMP's [Risk Management Team](#).

## LIGHT OR RESTRICTIVE DUTY FORM

**Company Name:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Employee Title:** \_\_\_\_\_

**Safety Director/Manager Name:** \_\_\_\_\_

**Start Date of Light/Restrictive Duty:** \_\_\_\_\_

**Projected End Date (to be determined by physician):** \_\_\_\_\_

### Work Restrictions:

- List specific work restrictions based on medical recommendations (Example: No lifting over 10 lbs., limited standing, no prolonged computer use, etc.)
- List other relevant duties or limitations

### Temporary Job Assignment:

The employee will be assigned to the following light/restrictive duty tasks:

- List specific modified job duties (Example: Administrative tasks, phone consultations, training sessions, etc.)

### Work Schedule:

- Specify hours per week
- List remote or in-person work details

\_\_\_\_\_ will not require the employee to perform any tasks beyond the restrictions listed above. If asked to perform such tasks by any employee, supervisor, or manager, the employee should decline and inform their supervisor, as they may not be aware of the restrictions.

By signing below, the employee agrees and verifies that they will not perform any duties beyond the noted restrictions, whether at work, beyond the worksite, or at home, until released by the treating physician to full duty.

\_\_\_\_\_  
**Employee Signature** **Date**

\_\_\_\_\_  
**Safety Director/Manager Signature** **Date**

\_\_\_\_\_  
**HR Coordinator Signature** **Date**

