

HOUSING AND FOOD SERVICES-LIGHT DUTY PROCESS

	NOTIFICATION OF TIME LOSS	SHARING OF DOCUMENTS	ACCOMODATION REQUESTS	IF LIGHT DUTY IS FOUND	IF NO LIGHT DUTY IS FOUND
RISK MANAGEMENT	<ul style="list-style-type: none"> • Notifies HFS of time loss. 	<ul style="list-style-type: none"> • Sends APF, medical documentation, and/ or restrictions to HFS. 	<ul style="list-style-type: none"> • Sends email to Bryan Verity asking if the department can accommodate the restrictions. 	<ul style="list-style-type: none"> • Advises L&I that light duty was found and provides RTW dates. • Coordinates Light Duty Incentive reimbursement with HFS and L&I. 	<ul style="list-style-type: none"> • May conduct Round Table discussion with Key Players. • Initiates Escalation Process as needed-RM will notify Cheryl Ewaldsen. • Sends cc of supervisor monthly Time Loss letters to HFS.
HOUSING & FOOD SERVICES	<ul style="list-style-type: none"> • Notifies RM of time loss or time loss. 	<ul style="list-style-type: none"> • Sends HCP to RM. • If RM has not received, sends APF and other medical documents. 	<ul style="list-style-type: none"> • Bryan Verity identifies possible light duty and advises RM of the results. 	<ul style="list-style-type: none"> • Extends light duty job offer. • Sends light duty job offer confirmation letter. • Monitors and adheres to end dates of temporary light duty assignments. 	<ul style="list-style-type: none"> • Continues to monitor restrictions to see if light duty can be accommodated. • LOA process initiated.