



# Unified Government Human Resources Guide

Effective 04-01-05

## TEMPORARY ALTERNATIVE DUTY

- I. General: It is the policy of the Unified Government to provide up to 180 calendar days of temporary alternative duty for employees injured on the job, if such temporary alternative duty is available.
  
- II. Policy
  - A. Temporary alternative duty, if available, will be provided to an employee who has an on-the-job injury when it is determined by the Unified Government's treating physician(s) that the employee can perform tasks in a light duty function. An employee performing temporary alternative duty will be paid at the employee's regular rate of pay.
  - B. Temporary alternative duty restrictions are determined by the Unified Government's treating physician(s) and will be conveyed to the injured employee's supervisor by the Risk Manager or his/her designee. The supervisor is responsible for providing departmental tasks for the employee within the given restrictions, to the extent such tasks are available.
  - C. An employee may not remain on temporary alternative duty once released to return to full duty by the Unified Government's physician(s). The maximum amount of time that an employee may remain on temporary alternative duty is 180 calendar days.

RELATED POLICIES:      6.1 – Workers Compensation and Injury Leave