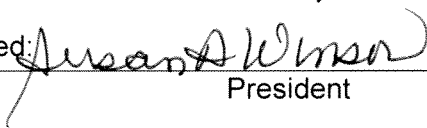
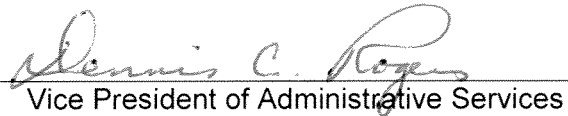


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	RETURN TO WORK	Procedure Number:	3-3-125.1
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	3-3-125		

Approved:


President


Vice President of Administrative Services

Date

Adopted: 02/11/2008

Date

Revised:

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

If an employee has had three (3) days or more of unscheduled time off, from work related health or injury causes or from personal health or injury causes, and their return to work requires work restrictions, their return must be documented by a detailed doctor's report specifying the exact restrictions, the nature of the injury or illness, and the dates the employee's work will be restricted.

Aiken Technical College will accommodate, as much as reasonably possible, an employee's work restriction. However, 7.5 hour workday or 37.5 hour workweek of productive work must be available and scheduled for an employee to work within their restrictions. If an employee's restrictions are so great as to prevent the employee from working a productive 7.5 hour workday or 37.5 hour workweek, they shall not return to work until they receive a full release or the College can accommodate their revised restrictions from the treating physician.

When an employee returns to full duty, they must provide a doctor's note with a full release to return to normal job duties.

Procedure Review		
Review Date	Reviewed By	Date Completed
02/11/2011		