

function — *of beauty*

Function of Beauty 5570 Snyderstown Rd. Paxinos, PA 17824

FUNCTION, INC

Fit forDuty

Fit For Duty Evaluation

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Return to Work Policy

1. Scope:
 - 1.1. This policy describes conditions in which a return to work physically may be necessary.
 - 1.2. These situations and criteria should not be regarded as a comprehensive list of situations requiring a Return to Work physical.
 - 1.3. Function Inc. reserves the right to require a Return to Work physical or any other examinations it deems necessary for any employee in connection with any absence.
2. Medical clearance **must** be obtained in each of the following instances prior to returning to service:
 - 2.1. If the employee is returning to service after an absence of thirty days or more (other than vacation)
 - 2.2. If the employee has suffered an on-duty injury
 - 2.3. If the employee has undergone surgery or a medical operation
 - 2.4. If the employee has been hospitalized for any reason
 - 2.5. If the employee has suffered an off-duty injury
3. Under the following conditions employees may be referred to the Human Resources Department.
 - 3.1. If the employee is returning to service after an absence related to use of the Function Inc.'s EAP program
 - 3.2. If the employee is returning to service after starting treatment with prescription medications
 - 3.3. In any other situation where, in the opinion of the Function Inc.'s duly authorized management employees or officers, the particular facts of an employee's situation suggest that a Return to Work authorization may be required
4. Following evaluation by a Primary Care Physician or Practitioner, the Human Resources Department will determine based on the information provided by the PCP to determine if the employee is released to perform their duties free and unrestricted .
 - 4.1. The Human Resources Department will then inform the appropriate Department(s) as to the employee's return to work status.

5. All employees returning to service who have been off duty due to medical reasons are required to hand in to the Human Resources Department a doctor's note that states the employee may return to work full duty without restrictions.
6. When an employee is absent under these circumstances, it is a requirement that on the day they return to work the employee meets with a representative of the Safety department, the Human Resources department, and the Supervisor on shift to clarify the employees disposition prior to assuming assigned duties.
7. In addition to the above, all employees returning to duty after an absence of 90 days must successfully complete remedial safety training and any other training deemed necessary by Human Resources.
8. The employee shall be referred to the Learning Department for all necessary updates and proficiency training required to reestablish the employee's qualification as defined by their job description.
9. All documentation will be communicated in writing to the Human Resources Department and filed in the employee's personnel file.

For additional information, see the attached link for the process management related to this Return to Work Policy.

[RTW FFD Algorithm.pptx](#)