

## Overview



### Benefits of Transitional Work

Working while recovering from an injury or illness is beneficial **for**

**employees:**

- Δ Recovery is faster
- Δ Income loss reduced or eliminated
- Δ Vacation/sick time continues to accrue
- Δ UC contribution portion of medical benefits continues to be paid
- Δ Connection to colleagues and department is preserved
- Δ New skills can be developed

Working while recovering from an injury or illness is beneficial **for UCSB:**

- Δ Retain worker's skills and knowledge
- Δ Keep morale and productivity high
- Δ Keep disability costs down
- Δ No substitute workers need to be hired and trained

# Transitional Work Program

**UC SANTA BARBARA**

## UC SANTA BARBARA Human Resources

### Transitional Work Program

3101 Student Affairs & Admin  
Services Bldg (SAASB)  
Santa Barbara, CA 93106  
Mail Code: 3160

Phone: 805.893.4770  
Fax: 805.893.8645

[www.hr.ucsb.edu](http://www.hr.ucsb.edu)



**Helping  
employees  
return to full  
duties**

## Why Offer Transitional Work?



In order to reduce time away from work while healing, the Transitional Work Program (TWP) provides **any** injured or ill employee a productive, **temporary** work assignment that is within the treating physician's recommendation.

Instead of employees being "off work", transitional work assignments allow a *gradual* return to full duties.

It is not appropriate for a supervisor to ask about medical diagnosis or treatment and this personal information is not necessary to develop a TWP plan.

## Participation in the TWP

Employees with temporary physical or mental limitations who may be unable to perform their entire job can often do some of their job duties while recovering. The TWP focuses on what job duties an employee **can do** while following the work restrictions that a treating provider has prescribed.

When given written permission by a treating provider to work with **temporary** restrictions or limitations, TWP participation is mandatory. Employees will work with their supervisor, with assistance from the TWP Coordinator, to develop a temporary modified or alternate work assignment.

Transitional work assignments are typically less than 30 days, and generally, no longer than 90 days, and are reviewed on a case-by-case basis.

### ***It is the employee's responsibility to:***

- ✓ ***Follow the work restrictions. If asked to perform a task that exceeds the work restrictions, please inform your supervisor.***
- ✓ ***Periodically obtain a physician's work status report/ note and provide it to the supervisor.***

## Modified or Alternate Work

**Temporary modified work** is ideal for the department and employee. Efforts will be made to adjust (modify) the work duties to allow an employee to continue to work in their position and remain in their "home" department.

**Temporary alternate work** is appropriate when the job duties cannot be modified enough to allow an employee to perform their regular job. Other (alternate) work duties can be within the department or elsewhere on campus.

## TWP Process

