

# Springdale Fire Department

## Policy & Procedures Manual

### Volume 1 – Administrative Policy

#### Section 102.6 – Injury/Illness and Returning to Duty

Employees who experience injury or illness that interferes with their ability to perform the essential functions of their assigned job will be required to report such inability to their immediate supervisor. The supervisor shall forward this report through the Chain of Command to the Fire Chief.

Employees ready to return to duty after extended illness or injury shall obtain a medical release from their attending physician. This release shall state that the employee is ready to return to work, and whether the employee is released to full, unrestricted duty or with specific restrictions, if applicable.

After the employee submits a medical release stating the employee is released to full duty with no restrictions, the Fire Chief, or designee, may elect to schedule an appointment for the employee with the Fire Department physician. The Fire Department physician will confirm if the employee is in fact ready to resume their regular, unrestricted duties at SFD.

Employees may be required to be evaluated anytime their illness or injury is judged serious enough, by the Fire Chief, that performing their essential, assigned job functions could be a risk to them or co-workers.

Employees shall provide all medical records pertaining to illness or injury in question from their attending physician to the Fire Department Physician for review when a medical evaluation is determined to be necessary.

Employees who are required to be seen by the Fire Department physician shall not return to unrestricted duty until being approved for such duty by the Fire Chief.

Employees who have missed equal to or greater than 10 shifts of work (or one month for 40-hour employees) due to injury or illness shall successfully perform the SFD entry level physical ability evaluation before returning to full duty. In special cases, the Fire Chief may require employees to successfully complete the SFD entry level physical ability evaluation with fewer than 10 shifts of work missed, if warranted. If the employee is unable to perform the physical ability evaluation they will be considered for limited duty assignment or placed on sick leave and a rehabilitation program shall be determined by the Fire Department physician.