

STEP 4 INSTRUCTIONS

STAY AT WORK/RETURN TO WORK DETAILS



Hover over the button in the top left corner for more information



Identification Information

Forms Activity

Absence Details

Stay at Work/Return to Work Details

Phase I and II Planning

File Closure/Authorization

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Stay at Work/Return to Work Details

Type of Absence: **Absence greater than 5 consecutive work days/shifts**

Case ID: [REDACTED]

Employee Name: [REDACTED]

Status

In-Progress

Once the employee has provided sufficient medical information that includes clear and objective restrictions that allow you to make operational decisions, Step 4 can begin.

The employee is medically cleared to return to work after he/she has provided medical information from a Licensed Healthcare Provider that clearly outlines the employee's medical restrictions (e.g. a completed Form 111 or Licensed Healthcare Provider letter). Clear medical restrictions allow you to make operational decisions regarding the job duties the employee can and cannot do. If clear medical restrictions have not been provided, contact your HRBP to determine next steps.

After completing the form click the **Next >** button on the right to proceed. Your information will be saved.

Stay at Work/Return to Work Details

Is the employee able to return to work in his/her own occupation with no restrictions?*

Yes **No**

Is the employee able to return with accommodations?*

Yes **No**

NOTE: Please go to the dropdown arrow on the right and select "Rehab Placement Unconfirmed." If you are not an IHWB or HRBP user this is the last step of the wizard that you will need to fill out.



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Details



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Stay at Work/Return to Work Details

Type of Absence: **Absence greater than 5 consecutive work days/shifts**

Case ID:



Employee Name:



Status

Rehab Placement Unconfirmed



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Status
Requested file closure by Manager

- Contacting HRBP
- Rehab Placement Unconfirmed
- Consulting with HRBP
- Request file closure by Manager**
- Notify manager