



# School District of Holmen

1019 McHugh Road  
Holmen, Wisconsin 54636

**Amie Koxlien**  
Workers Compensation Coordinator  
Benefits Specialist  
608-526-1305

## Return to Work Program Notice

*Please provide your health care provider with a copy of this notice.*

The goal of the School District of Holmen's Return to Work Program is to help you return to work as soon and as effectively as possible. In pursuit of that goal, the District has developed a temporary, transitional duty (return to work) program. In order for such a program to be successful, the following steps must occur:

1. In order to determine whether a temporary, transitional work assignment is appropriate, the District will provide the employee with a *Physician's Return to Work Recommendations* form. A similar release or status report from the medical provider may be acceptable.
2. The employee must take the *Physician's Return to Work Recommendations* form to his/her health care provider, or a medical provider's form, and forward it to the District's Benefits Specialist within 24 hours of receipt, if feasible.
3. As soon as administratively feasible, the District will determine whether temporary, transitional duty is available for the employee in accordance with the restrictions set forth by the medical examiner.
4. If temporary, transitional duty is available, the employee will be contacted by a District representative and will be presented with the *Temporary Transitional Work Agreement*. This will be completed and signed by the employee and a District representative.
5. While on temporary, transitional duty, the employee and employee's supervisor will complete, after each day, the *Temporary Transitional Assignment Work Schedule*.

**The District is not obligated to provide temporary, transitional duty. However, the District will make every attempt feasible to do so. Any such assignment is temporary in nature and exists only at the discretion of the District during the healing period.**

**The District will establish temporary, transitional duty assignments of no more than three (3) thirty (30) day intervals. However, the District retains the discretion to continue a temporary, transitional work assignment for a longer period of time in the event the employee is making satisfactory progress toward a full recovery. At any time, the District can terminate or modify the assignment.**

**Should the employee have difficulty performing the duties of the temporary, transitional work assignment, the District has the right to refer the matter to the employee's health care provider. This might result in termination or modification of the temporary, transitional work assignment.**

**Upon District request, the employee will obtain updated *Physician's Return to Work Recommendations* forms from his/her health care provider and submit such forms to the Benefits Specialist.**