

## Return to work guidelines for personal health or injury

Health care personnel (employees) who have been away from work for **three scheduled workdays** due to a **personal injury** (i.e., non-work injury or incident) or illness should follow the **personal health** guidelines outlined below before returning to work.

Healthcare workers may be required to follow the return to work guidelines after missing fewer than three scheduled workdays if their absence is a result of certain infectious, communicable diseases (for example, influenza).

Employees who, due to a serious health condition, are absent for more than **three calendar days** and believe they need additional time away from work for their serious health condition should contact The Hartford to initiate a leave of absence at 866-315-0809. Additionally, employees can review [leave of absence](#) options on 24/7 or contact the HR Support Center at 913-945-6500 or e-mail [askhr@kumc.edu](mailto:askhr@kumc.edu) if they have additional questions.

Employees are not allowed to work until 24 hours without any of these symptoms: fever, aching/chills, sore throat, nausea/vomiting or diarrhea. All employees are recommended to follow the Employee Health policy, [Healthcare Worker Infectious and Communicable Disease Work Restrictions](#) and the **personal health** return to work guidelines below. Please follow the return to work guidelines available on 24/7, Work Tools, [Form Library](#) link under the Employee Health header.

## Criteria for obtaining return to work clearance

### No job task restrictions or limitation

When the employee's **personal illness or injury** (i.e., non-work related) does **not** include any job duty restrictions or limitations, follow this guidance for return to work.

The treating provider should complete either their own documentation **or** a health system [Return to Work](#) form (clearance to return to work without restrictions or limitations section).

The documentation can be sent securely by the provider to: email [occ@kumc.edu](mailto:occ@kumc.edu) or fax 913-588-2769.

The employee's manager and HR Leave team will receive an email notification with instructions to contact the employee regarding return to work, including date and schedule.

### With job restrictions or limitation

When the employee's **personal illness, serious health condition or injury** (i.e., non-work injury) prevents the employee from performing some or all the physical or mental requirements of the job, follow this guidance for return to work.

The treating provider should complete either their own documentation **or** a health system [Return to Work](#) form (return to work with restrictions or limitations section).

The documentation can be sent securely by the provider to: email [EH-ADA@kumc.edu](mailto:EH-ADA@kumc.edu) or fax 913-945-6888.

The employee's manager and HR Leave team will receive an email notification. The manager may be requested to consult an HR Leave Consultant before returning the employee to work.

## Helpful Definitions

**Healthcare Personnel:** All persons working in the Kansas City Division of the health system, including employees of organizations that become part of the health system through purchase or merger.

## Contacts

Occupational Health & Urgent Care Clinic  
Medical Pavilion, Level 1, Suite D

- 913-588-6512
- No restriction: [occ@kumc.edu](mailto:occ@kumc.edu) , fax 913-588-2769
- Restrictions or limitations: [EH-ADA@kumc.edu](mailto:EH-ADA@kumc.edu), fax 913-945-6888