



## State of Rhode Island and Providence Plantations Inter-Office Memorandum

To: **Management Distribution List**

Date: March 22, 2011

From: Paul E. Pysz  
Human Resources Administrator  
RIDOT/DEM Human Resources Service Center

**Subject Light Duty/Transition Employment**

Please be advised that **ANY** employee seeking to return to the workplace with a Medical Note that states or references **limited/light/or restricted duties** must first submit a request for prior approval to the Human Resources Office (on a form prescribed, see attached.) No employee will be authorized to be admitted into the work place without first receiving approval.

It is the specific responsibility of **EACH Divisional/Section/or Unit Supervisor** to inform their subordinate employees of this requirement. Health, safety, worker's compensation, medical insurance and liability issues may be involved when improper documentation has been received and standard reviews have not been made.

Supervisors are directed to **immediately inform** the Human Resources Office of employees in such situations. Employees who have not received prior approval will be sent home immediately and possibly subject to disciplinary action.

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Attachment

cc: C. Wilkes, P. Moscarelli, M. Boffa, Local 400 IFPTE, Council 94, LIUNA-808 and 1033, File