

Denver Health Standard Return to Work Process (For employees on approved medical leaves only)

Please ensure the following if you have been out on continuous leave for your own serious health condition (not work-related):

1. Employees on continuous leaves are **required** to provide a verbal return to work status update (not medical information) to their manager **every thirty (30) days** in order to keep their manager informed of their situation.
2. Employees returning to work from a continuous leave for their own condition must also provide to their manager the **DH Release to Return to Work** form. Please remember that the provider **must** receive (provided by employee) and review the job description before completing this form.
3. The employee **must** provide manager with 48 hours return to work notice. It is important that the manager remind the employee at this time of the **DH Release to Return to Work** form that is required. Failure to do so may prolong the employee's return to work.
4. The employee provides return to work form to manager on the **DH Release to Return to Work** form (available on the Pulse).
5. This form is **not necessary** for anyone on approved intermittent FML, on leave to care for a family member, for adoption, foster care or for normal recovery periods of six to eight weeks post-delivery (births).
6. Manager scans and emails **DH Release to Return to Work** form to Employee Relations department at LOAFMLProcess@dhha.org with a read receipt requested.
7. Full duty/no restrictions = employee back to work.
8. Employee released with restrictions with which department cannot work = no work; employee sent home.

The manager is to send the employee home **AND** contact the LOA Representative (303-602-4946) immediately via email with "URGENT: RTW with Restriction" in the subject line and give details in the body of the email. Cc the LOAFMLProcess@dhha.org.

IMPORTANT CHANGES:

- **Employees are no longer required to be cleared by COSH in addition to their treating physician.**
- **Employees must have their own treating provider complete the DH Release to Return to Work form.**
- **Employees are still welcome to go to COSH for clearance however, if they choose to do so, they MUST have initial clearance from a treating physician in writing and take that with them to their COSH visit. The COSH RTW pass will be accepted in lieu of the DH Release to Return to Work.**

Thank you for your assistance in this matter.

Employee Relations Department