



RED CLAY CONSOLIDATED SCHOOL DISTRICT  
**ADMINISTRATIVE MEMORANDUM**

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FIT FOR DUTY | 4007.3

In order to protect the health and safety of employees returning from an injury or illness-related leave of absence and reduce the rate of work-related injuries upon returning from an injury or illness-related leave of absence, employees must pass a fit-for-duty examination after the employee is cleared for return by the employee's attending physician. The fit-for-duty examination is conducted by a contracted physical therapy agency.

1. The employee returning from an injury or illness-related leave of absence will be notified in writing and telephone the date and time of the appointment from the Manager of Human Resources' designee after the designee has received the employee's return-to-work clearance notice.
2. The employee's available sick and/or vacation leave accrual may be utilized by the employee to avoid a no-pay status for the work days that occur between the release to work and the fit-for-duty examination.

Questions about the information contained in this administrative memorandum should be directed to the Director of Human Resources