



START THIS PROCESS AS EARLY AS POSSIBLE!
BEGIN NO LATER THAN TEN DAYS PRIOR TO A RETURN

Return to Work

You must return to work for your next scheduled shift following clearance to return.

Failure to return to work on the agreed upon date may result in lapse in pay, inability to be scheduled for future shifts, and disciplinary action. Upon confirmation of your return, your leave will be closed out and you will be reactivated in the appropriate systems.

No Restrictions – Full Duty Return

Restrictions – Accommodations Needed

① Submit Paperwork

- Obtain release to return to work from your physician.
- Submit release paperwork to HRServices@ingalls.org and UCMCInquiries@sedgwick.com.

② HR Review

- HR Shared Services determines if your paperwork is complete.
- If yes, then you will receive notification that you are cleared to return to work.

③ Return Procedure

- You must contact your supervisor to notify them that you are cleared to return and need to be scheduled for work.
- You will work with your supervisor to determine your return to work date. You must return for your next scheduled shift.

① Submit Paperwork

- Obtain release to return to work from your physician.
- **Your release form must contain enough detail for your supervisor to make a determination on any accommodations.**
- Submit release paperwork to HRServices@ingalls.org and UCMCInquiries@sedgwick.com.

② HR/Supervisor Review

- Human Resources will work with your supervisor to determine the organization's ability to accommodate.
- **This process takes at least five days.** You will be contacted regarding any next steps.

③ Return Procedure

- If you are able to be accommodated, Occupational Medicine must issue final clearance to return.
- Upon clearance, contact your supervisor to notify them that you are cleared to return to work and establish a return date.
- You must return for your next scheduled shift.

**Visit the Interactive Guide at <https://ingalls-laama.com> for additional information.
Contact HRServices@ingalls.org with any questions about the Return to Work Process.**