



Returning to Work Guide

Introduction

This guide provides information on the process for associates who have taken a continuous leave due to their own serious health condition or any other leave reason and wish to return to work, including the submission of a Fitness for Duty Form (release note) and the request for reasonable accommodations. It also covers the option to request non-leave accommodations during or at the end of a leave.

Fitness for Duty Form Submission

Prior to returning to work after a leave due to a serious health condition, associates must follow these steps:

1. Associates should obtain a Fitness for Duty Form from their healthcare provider. This form should confirm their ability to return to work and the date they can return.
2. Associates must submit the completed Fitness for Duty Form to the CLMT (Centralized Leave Management Team) or to their managers before returning to work.
3. The form should release the associate to return to work with or without restrictions.
4. The Fitness for Duty must be signed and dated by the healthcare provider.

Note: Associates that are on continuous leave for reasons other than their own serious health condition are not required to provide fitness for duty form.

Requesting Reasonable Accommodations

If an associate believes they cannot return to work due to their own disabling health condition but could do so with reasonable accommodations, they should follow these steps:

Contact the CLMT at leave90@transformco.com to initiate a discussion about their situation and potential accommodations. Reasonable accommodations may include but are not limited to:

- Reasonable leave.
- Assistive devices.
- Modified duty.
- Modified work schedule.
- Reassignment.
- Part-time work.

Associates should be prepared to provide documentation from their healthcare provider detailing the nature of their condition and the recommended accommodations.

Requesting Non-Leave Accommodations:

Associates may request non-leave accommodations at any time, whether prior to, during, or at the end of a leave. Follow these steps:

- Contact the CLMT at leave90@transformco.com to request a non-leave accommodation.
- The approval of such a request depends on:
 - The reasonableness of the request.
 - Relevant facts and circumstances.
 - Whether granting the accommodation will cause undue hardship.
 - Applicable law.

The CLMT's Role

The CLMT plays a crucial role in managing accommodations and the return-to-work processes. They will:

- Review and assess Fitness for Duty Forms.
- Facilitate discussions about reasonable accommodations.
- Evaluate non-leave accommodation requests.
- Ensure compliance with applicable laws and regulations.

Associates' Responsibilities Associates are responsible for:

- Communicating with the CLMT at leave90@transformco.com regarding their intentions to return to work or request accommodations.
- Providing necessary documentation from healthcare providers.
- Cooperating with the accommodation process.
- Understanding that reasonable accommodations are determined based on individual circumstances.

Manager's Responsibilities Managers are responsible for:

- Communicating with the CLMT when the associate physically returns. Your primary way to return an associate is by utilizing the Return to work portal located in PeopleDock to process the Return: (<https://myhr.searshc.com/Compliance/CentralizedLeaveManagement/ReturntoWorkfromLeave/tabid/877/Default.aspx>) o You may send an email to leave90@transformco.com in the event that you can't access the Return Portal.
- Providing a copy of the Fitness for duty form.
- Do not allow the associate to start work until the CLMT confirms the return has been processed.
- If restrictions are provided, the manager must confirm if the restrictions can be accommodated.

Confidentiality

All medical information and accommodation requests will be treated with confidentiality and in accordance with company policy and relevant privacy laws.

Conclusion

Returning to work after a leave can involve several steps, including the submission of a Fitness for Duty Form (release note) and requesting reasonable accommodations. It is essential for associates to work closely with the CLMT throughout this process to ensure a smooth and successful return to work. Remember that accommodation decisions are made based on individual circumstances, reasonableness, and applicable laws.