

1.426 MODIFIED DUTY

- A. The **USM 225.0 VII-7.41 Policy on Modified Duty** and **TU 07-07.41 Modified Duty** provides basic, controlling directives for the university's and agency's management of assigning employees to modified duty status.
- B. Modified Duty Assignments (MDAs) are temporary assignments of job tasks which are compatible with employees' medical restrictions and supports their prompt return to full duty.
- C. MDAs are primarily used by the agency to temporarily reassign employees who are recovering from duty-related illnesses or injuries.
- D. Employees who want to be placed into MDAs as the result of non-duty related injuries or illnesses must submit written requests through their chain of command to the Chief.
 - 1. Employees must have their requests approved by the Chief in conjunction with OHR before reporting to a MDA.
 - 2. Employees will be placed on either sick leave or accident leave pending actions to authorize or deny MDAs.
 - 3. Supervisors and commanders will include their written explanations of why they positively or negatively endorse employees' MDA requests.
 - 4. Approval of MDAs for non-duty related illnesses or injuries are at the discretion of the Chief based on the needs and best interests of the agency.
 - 5. Employees with duty related illnesses or injuries or are receiving accident leave take precedence for MDAs over employees with non-duty related illnesses or injuries.
 - 6. Employees in MDAs must complete **Leave Reports (UPO.012.D)** to document all leave they take and must not be marked as on-duty for MDA related treatment, therapy, medical office visits, etc.
- E. Employees serving in MDAs will be rated by supervisors under which they are assigned during their MDAs.
- F. The Chief may, on a case-by-case basis, suspend officers' law enforcement authority during MDAs. These suspensions are non-disciplinary, administrative actions leaving officers on full pay and benefits, but with no police authority.