

**Facilities Services Accident Investigation
and Workers' Compensation Policy**

Employee Status Report

An Employee Status Report Form is required when:

1. An employee returns to work from an off-the-job injury and is seeking modified duty, OR
2. An employee returns to work from an on-the-job injury and is seeking modified duty, OR
3. An employee needs to provide a full release back to regular work.

This form must be completed and returned to the Facilities Services Safety Office upon return to work. Employees will not be allowed to return to work without the Employee Status Report Form completed. Doctor's notes or forms will not be accepted in lieu of the Employee Status Report form except under special conditions as deemed appropriate by the Safety Manager.

Created: October 5, 2004
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Approved by: Steve Pelkey, Safety Manager
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