



Risk Management Department
9461 Brandywine Ln. Port St. Lucie, Fl. 34986 772-429-5525

Your doctor has given you restrictions that prevent you from working your regular job. You are being assigned to a temporary Light Duty position. Here is what you should know when you are on Light Duty:

1. You will be assigned to a work site within the District that will be comparable to your normal work environment and accommodate your physical restrictions.
2. The work site can arrange your schedule to their needs. Every effort will be made to accommodate your normal schedule.
3. You will be allowed to work the amount of hours you are scheduled to work in your regular position. You will not be allowed to work more hours on a given day to make up for a day that you could not complete your established work hours.
4. You will follow your normal pay schedule for contracted work days. If you normally would not work during student holidays, spring break, summer break, you will not work Light Duty those days. Your contract year will remain the same as your regular position.
5. The True Time System will be used for time keeping. Detailed instructions are provided.
6. You will be paid 100% of your regular hourly rate while you are on Light Duty. (per approved salary schedules) Regular hourly rate excludes extracurricular supplements.
7. When you are on Light Duty your regular job is converted to a new hourly position, therefore, you will be paid for the amount of hours you actually work during each pay period. Payroll Schedule is attached.
8. If you are a 12-month employee, your pay schedule will change. You will be paid a pay period behind the 12-month pay schedule. In all likelihood, this will result in a delay of the receipt of your first Light Duty paycheck. (see attached Payroll Schedule) If you are not a 12-month employee your pay schedule will not be affected.
9. When you miss work while assigned to Light Duty your time must be accounted for in Skyward, therefore, a leave request must be submitted for approval:
 - a. If absence is for personal reasons, you must submit a leave request (Sick, Personal, or Vacation) to account for the time you are not at your work location.

- b. If absence is due to a follow-up appointment or physical therapy, you must submit a leave request (Sick, Personal, or Vacation Leave). Worker's Comp Leave is only granted when your treating physician documents that you are unable to work due to your injury, not for of an appointment.
 - c. If you have an appointment with a specialist, MRI, CT-Scan or pain management, there is the possibility that Worker's Comp Leave will be granted, however, you still must submit a leave request under "Unpaid Workers Comp" and the proper documentation should be submitted for approval of the time off request.
10. You are responsible for sharing your DWC-25 (doctor's notes) with your supervisor and Risk Management.

This document is intended to provide information that will help you understand the Light Duty Program. If you have any questions, please contact Carmen Ortiz in the Risk Management Department at 429-5525. This document is also being sent to you via District email.