

Temporary Modified-Duty Assignments

Effective Date:	5/19/2025
Revised Date:	
Issuing Authority:	

1032.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, Village rules, and current memorandums of understanding or collective bargaining agreements. For example, nothing in this policy affects the obligation of the Alsip Police Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability or limitation that is protected under federal or state law.

1032.2 POLICY

Subject to operational considerations, the Alsip Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Alsip Police Department with a productive employee during the temporary period.

1032.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA), Victims' Economic Security and Safety Act, or the Illinois Human Rights Act (820 ILCS 180/5; 775 ILCS 5/1-101 et seq.) shall be treated equally, without regard to any preference for a work-related injury.

No position in the Alsip Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Alsip Police Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle or engaging in outside employment, or may otherwise limit them in employing their peace officer powers.

Temporary Modified-Duty Assignments

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

1032.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses and pregnancy.

Employees seeking a temporary modified-duty assignment should submit a written request to their Lieutenants or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

- (a) An assessment of the nature and probable duration of the illness or injury.
- (b) The prognosis for recovery.
- (c) The nature and scope of limitations and/or work restrictions.
- (d) A statement regarding any required workplace accommodations, mobility aids or medical devices.
- (e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Lieutenant will make a recommendation through the chain of command to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Alsip Police Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Department of Human Resources or the States Attorney as appropriate.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the Patrol Sergeant or Lieutenant, with notice to the Chief of Police.

1032.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate Alsip Police Department operations and the employee's medical appointments, as mutually agreed upon with the Lieutenant.

1032.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but not be limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.

Alsip Police Department

Policy Manual

Temporary Modified-Duty Assignments

- (d) Submitting a written status report to the Lieutenant that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

1032.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of supervisors shall include, but not be limited to:

- (a) Periodically apprising the Lieutenant of the status and performance of employees assigned to temporary modified duty.
- (b) Notifying the Lieutenant and ensuring that the required documentation facilitating a return to full duty is received from the employee.
- (c) Ensuring that employees returning to full duty have completed any required training and certification.

1032.5.3 ASSIGNMENT REVIEW

Temporary or modified duty assignments will be for a pre-determined time period that is set at the time the employee returns to work and is not to be considered a permanent position. Temporary or modified duty assignments will be reviewed every thirty (30) days. Each ninety (90) day period that an employee is on temporary or modified duty, the department will re-evaluate the employee's medical condition in order to determine his/her ability to return to full duty. If a return to full duty is not possible, the department will pursue other alternatives which may include the return to inactive status with temporary disability payments, the initiation of settlement discussions, or an extension of the temporary or modified duty assignment based on the medical projections of the employee's likelihood of returning to full duty status. Temporary or modified duty will not be used where it is obvious that the employee cannot return to a full duty assignment. For temporary or modified duty for pregnancy see 1032.7.

1032.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Alsip Police Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1032.7 PREGNANCY

Pregnancy: Pregnancy, childbirth, or medical or common conditions related to pregnancy and childbirth. (775 ILCS 5/2-102(I)).

Alsip Police Department

Policy Manual

Temporary Modified-Duty Assignments

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as employees listed under 42 USC § 2000e(k). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

If notified by an employee or the employee's representative regarding limitations related to pregnancy, childbirth, or related medical conditions, the Alsip Police Department should make reasonable efforts to provide an accommodation for the employee in accordance with federal and state law. The accommodation should be provided without unnecessary delay, as appropriate (42 USC § 2000gg-1; 29 CFR 1636.3; 29 CFR 1636.4; 775 ILCS 5/2-102; 56 Ill. Admin. Code 2535.100 et seq.).

The accommodations may include:

- Modified Duty Assignments
- Adjusted hours or breaks
- Temporary reassignment to administrative or non-patrol duties
- Equipment modifications
- Limitation on physical activities

1032.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. Upon notification, the employee will receive a Pregnancy Accommodation Packet which includes:

- A summary of this policy
- The [Alsip Medical Recommendation Form](#)
- Copy of the Family Medical Leave Act

If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the Village's personnel rules and regulations regarding family and medical care leave.

1032.7.2 LEAVE OPTIONS

Employees may use the following all or a combination of the below leave options:

- Sick Leave
- Annual Leave (Vacation)
- Family and Medical Leave Act (FMLA)
- Personal Time Off (Kelly Time, Time Due, Court Interruption, Holiday Time, Floating Holiday)

Alsip Police Department

Policy Manual

Temporary Modified-Duty Assignments

Additional unpaid leave may be granted at the discretion of the department in coordination with HR and applicable laws

1032.7.3 RETURN TO WORK

Employees returning from pregnancy-related leave will be reinstated to their original or equivalent position, including salary, benefits, and seniority. Employees may request extended light duty or part-time transitions with updated medical documentation. Employee will submit medical release allowing them to return to full time duty.

1032.7.4 LACTATION SUPPORT

[Alsip Police Department Policy Manual: 1015 LACTATION BREAK TIME](#)

1032.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment may have their probation extended by a period of time equal to their assignment to temporary modified duty.

1032.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

Attachments

Alsip Medical Recommendation Form.pdf

ALSIP POLICE DEPARTMENT

**Pregnancy Accommodation Medical Form
(Confidential Medical Information)**

To be completed by the employee's licensed healthcare provider and returned to the employer. All information will be kept confidential and used only for determining reasonable accommodations.

Employee Information

Name: _____

Job Title: _____

Work Unit / Division: _____

Medical Provider Information

Provider's Name: _____

Medical Practice Name: _____

Phone Number: _____

Email Address: _____

License Number & State: _____

Medical Certification and Accommodation Request

1. **Estimated Due Date:** _____
2. **Is the employee currently pregnant or recovering from a pregnancy-related condition?**
 Yes No
3. **Does the employee have any medical restrictions related to pregnancy that may impact job duties?**
 Yes No

If yes, please describe the restriction(s) and duration below:

Restriction / Limitation	Duration (from - to)	Notes
e.g., No lifting over 15 lbs	__ / __ / __ to __ / __ / __	Can perform desk duties
e.g., No operating emergency vehicles	__ / __ / __ to __ / __ / __	Can perform desk duties
e.g., No wearing full duty gear	__ / __ / __ to __ / __ / __	Can wear no more than 7 lbs
e.g., No firing weapons	__ / __ / __ to __ / __ / __	Lead toxens

Restriction / Limitation

Duration (from - to)

Notes

4. Recommended accommodations:

(Select or describe all that apply)

- Temporary reassignment to light duty
- Modified work hours Recommended Hours: _____
- Additional rest breaks Frequency and Duration: _____
- Limited standing, walking, or physical exertion Not to exceed _____ minutes per hour.
- Avoidance of high-risk duties (e.g., emergency response, defensive tactics, weapons qualification)
- Other: _____

5. Is the employee able to continue working with the recommended accommodations?

- Yes No

6. Expected date employee may return to full duty (if known):

Medical Provider Signature

I certify that the above information is true and accurate to the best of my knowledge and that these accommodations are medically indicated for the employee's health and safety.

Provider Signature: _____

Date: _____