

## ENPOINTE Return to Work Policy

**1. Purpose** The purpose of this policy is to ensure a smooth and safe transition back to work for employees who have been absent due to illness, injury, or personal leave. We are committed to supporting employees' return while maintaining workplace productivity, safety, and legal compliance.

**2. Eligibility** This policy applies to all employees who have been absent from work for more than 3 scheduled shifts due to illness, injury, personal leave, or any other qualifying leave. The eligibility terms are subject to change at any time.

**3. Notification Process** Employees must notify their direct supervisor or HR before their expected return to work. All employees are required to provide medical documentation from their healthcare provider confirming their fitness to return to work.

**4. Return to Work Procedures** Employees may be eligible for a phased or modified return if necessary. This may include:

- Reduced work hours for the first few days/weeks.
- Temporary adjustments to job duties or workplace accommodations, this is dependent on the position and if the manager is able to accommodate the work restrictions in their department. Employees will also receive necessary training on any updates or changes to work processes.

**5. Employee Support** We will offer the following support to employees returning to work:

- Employee Assistance Program (EAP) for counseling and well-being support.
- Workplace adjustments as needed for health and safety.
- Regular check-ins with supervisors to monitor progress and address concerns.

**6. Confidentiality** All medical information provided by employees will be kept confidential and shared only with authorized personnel on a need-to-know basis.

**7. Legal Compliance** This policy complies with all relevant federal, state, and local labor laws, including the Americans with Disabilities Act (ADA), Workers' Compensation laws, and any other applicable legislation.