

Returning to Work After Leave

If you're preparing to return to work after a Leave of Absence for your own injury or illness, there are a few important steps you'll need to complete before you can resume your duties. Following this process helps avoid delays, ensuring a smooth and safe transition back.

Here's what you need to do:

1. Return to Work (RTW) Form

- Obtain a copy of the Return-to-Work Form completed by your attending physician.

2. If returning with no restrictions (full duty):

- Fax your completed RTW form to AbsenceResources at 877-309-0218.
- Provide a copy to your manager.
- Contact your manager to confirm your next scheduled shift.
- Report your return date to AbsenceResources at www.absenceresources.com or by calling 844-242-6747, Option 3.

OR

If returning with restrictions (partial duty):

- Fax your Return-to-Work Form to AbsenceResources at 877-309-0218.
- Email a copy to HR Shared Services Absence Team at HRSSLOA@mhs.net.
- The HR Shared Services Absence Team will confirm your next scheduled shift.
- Once confirmed, report your return date to AbsenceResources at www.absenceresources.com or call 844-242-6747, Option 3.

If returning to work from leave for your family's injury or illness, Personal Leave or for parental reasons, complete the following:

- Contact your manager to confirm your next scheduled shift.
- Once confirmed, report your return date to AbsenceResources via www.absenceresources.com or call 844-242-6747, Option 3.

Still have questions?

Reach out to Human Resources Shared Services at 954-265-5903.