

1.426 MODIFIED DUTY

- A. The **USM 225.0 VII-7.41 Policy on Modified Duty** and **TU 07-07.41 Modified Duty** provides basic, controlling directives for the university's and agency's management of assigning employees to modified duty status.
- B. Modified Duty Assignments (MDAs) are temporary assignments of job tasks which are compatible with employees' medical restrictions and supports their prompt return to full duty.
- C. MDAs are primarily used by the agency to temporarily reassign employees who are recovering from duty-related illnesses or injuries.
- D. Employees who want to be placed into MDAs as the result of non-duty related injuries or illnesses must submit written requests through their chain of command to the Chief.
 1. Employees must have their requests approved by the Chief in conjunction with OHR before reporting to a MDA.
 2. Employees will be placed on either sick leave or accident leave pending actions to authorize or deny MDAs.
3. Supervisors and commanders will include their written explanations of why they positively or negatively endorse employees' MDA requests.
4. Approval of MDAs for non-duty related illnesses or injuries are at the discretion of the Chief based on the needs and best interests of the agency.
5. Employees with duty related illnesses or injuries or are receiving accident leave take precedence for MDAs over employees with non-duty related illnesses or injuries.
6. Employees in MDAs must complete **Leave Reports (UPO.012.D)** to document all leave they take and must not be marked as on-duty for MDA related treatment, therapy, medical office visits, etc.
- E. Employees serving in MDAs will be rated by supervisors under which they are assigned during their MDAs.
- F. The Chief may, on a case-by-case basis, suspend officers' law enforcement authority during MDAs. These suspensions are non-disciplinary, administrative actions leaving officers on full pay and benefits, but with no police authority.

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