



NOTE: These examples are for illustrative purposes only. They may not satisfy the legal or regulatory requirements in your jurisdiction. Please consult with your attorney prior to adding these forms to your workers' compensation tool kit.

Temporary Alternative Duty (T.A.D.)

Date: _____

Certified Mail #: _____

Associate: _____

Home Address: _____

City, State, Zip: _____

Dear _____:

We have received a release for you to return to work with restrictions from Dr. _____ dated _____.
The release is attached to this Job Offer. _____ Associate Initials

Dr. _____ has released you to return to work
With the following restrictions: _____

_____ Associate Initials

We have a position available for you that will accommodate the restrictions under which the physician has authorized you to return to work. The position being offered to you will include the following duties: _____

Be assured we will only assign tasks consistent with your physical abilities, knowledge, and skills and will provide training if necessary. _____ Associate Initials

You will be working at _____ located at _____. Your schedule will be from _____ m. to _____ m. daily, _____. You should report to work on _____ at \$_____ per hour. _____ Associate Initials

We expect the duration of this temporary alternative duty (T.A.D.) position to last until you are released to full duty or your restrictions are modified. _____ Associate Initials

This offer will remain open until seven days after you have received this letter, i.e. when it is provided to you personally or when you have actual or deemed receipt by mail. If you do not contact us by that time, we will consider the T.A.D. offer to be refused.

Sincerely,

[Manager's Signature]

I **ACCEPT** the Temporary Alternative Duty position being offered to me.

Associate Signature

Date

I **REFUSE** the Temporary Alternative Duty position being offered to me. refusal may be classified as job abandonment resulting in possible suspension of benefits and/or termination.

Associate Signature

Date