

Request for Light Duty for Bargaining Unit Employees
OPT & SLT Units, MCGEO

To: _____
Department

Date: _____

From: _____
Employee Name

This request must be completed by an employee in the Service, Labor & Trades, or Office, Professional and Technical Bargaining Units who is requesting light duty pursuant to Article 33.3(b) of the Agreement between UFCW, Local 1994, MCGEO and Montgomery County Government. The completed form must be submitted to the employee's supervisor along with a copy of the Health Status Report from Occupational Medical Services indicating that the employee is temporarily unable to perform his/her regular duties due to medical reasons. The department must return this request for light duty form within five (5) working days to the Disability Program Manager, Office of Human Resources, 101 Monroe Street, 7th Floor, Rockville, Maryland 20850.

Name: _____

Last 4 digits of SSN: _____

Address: _____

Phone: _____

Department: _____

Current Position: _____

Supervisor: _____

Supervisor Phone: _____

Employee Signature

Date

DEPARTMENT RESPONSE

Available Full Time Part Time

Not Available Refer to Light duty Committee

Comments: _____

Supervisor's Signature

Date

A copy must be sent to the Disability Program Manager within 5 business days.

OPT & SLT Units

Process for Requesting Light Duty

Pursuant to Article 33.3 of the Agreement between UFCW, Local 1994, MCGEO and Montgomery County Government, an employee in the Service, Labor & Trades and Office, Professional and Technical Bargaining Units must request light duty from his/her department. The process for requesting Light Duty is as follows:

- Applications are available on the OHR website or the OMS intranet site as well as from the Administrative Services Coordinator in each department.
- A copy of the Health Status Report received from Occupational Medical Services and the request for light duty form must be presented to your supervisor for consideration of light duty.
- Your department has five (5) working days to determine the availability of light duty.
- If light duty is not available within your department, your department head has five working days to refer you to the Light Duty Review Committee.
- The Light Duty Review Committee has 10 working days to identify an alternative light duty work site.
- Light duty may not exceed six (6) months without the written approval of the Montgomery County Chief Administrative Officer.