



UNITED STATES POSTAL SERVICE  
Field Division  
Des Moines, IA 50318-9998

July 12, 1990

Postal Employees,

Light duty is a work assignment for employees recuperating from a non-work related injury or illness which precludes employees from performing the full scope of their bid assignment. This includes changes in physical and functional requirements, environmental factors and working hours. These requirements also apply to employees whose OWCP claims have been disapproved.

Requests for light duty are to be submitted to the Health Unit with medical documentation that meets the criteria for acceptable medical certificates as specified by the absence control program. The medical slips must also state work limitations and the expected duration or return to full work date. Preprinted forms are available in the Health Unit for the convenience of physicians and employees upon request.

Once light duty medicals are approved, the Health Unit will send a buck slip to the employee, supervisor, and manager stating that work limitations are needed and for what duration. Based upon the work restrictions, the area supervisors will determine what work assignments are available. Light duty assignments will be made in accordance with the applicable provisions of the National and Local Agreements.

We hope this information will assist you in completing the medical documentation requirements as specified by the United States Postal Service. If you have any questions regarding the policies or requirements, contact us in person or by phone. Your cooperation is greatly appreciated.

D. James Shipman  
Director, Human Resources  
Des Moines Division  
Des Moines, IA 50318-9994