



**United States  
Postal Service**

**LIGHT DUTY PROCEDURES**

To: All Employees

August 20, 1987

Reference: ELM 353.323  
National Agreement Article 13  
Local Memorandum of Understanding - Light Duty  
Assignments

Light duty is a work assignment for employees recuperating from a non-job related injury or illness which precludes employees from performing the full scope of their bid assignment.

Light duty assignments will be made in accordance with the applicable provisions of the National and Local Agreements. The procedure for submitting light duty requests is as follows:

Submit light duty requests in writing to the Health Unit with medical documentation signed by a doctor. The medical documentation must clearly state your limitations and the anticipated date you will be able to perform full duty.

In the absence of a Nurse, submit requests to the Tour Superintendent, Station Managers, or appropriate work area manager, who will process the request and forward the documentation to the Health Unit for review and filing.

Light duty requests will not be approved without the Postal Medical Officer or Contract Physician's prior approval if the anticipated duration is in excess of 90 days or if the request is for permanent light duty.

The Health Unit will notify the Tour Superintendents, Station Managers, or appropriate Work Area Manager of the employee's request for light duty and limitations.\* The managers will notify the employee as to the availability of a light duty assignment.

\*A copy will also be provided to the appropriate supervisor and employee concerned.

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