



# Return to Work

## Your Guide to Transitional Employment

Time away from work due to injury/illness can be difficult and unsettling. With this in mind, your employer provides a special program to assist you in regaining your health and returning to work. This program, called Transitional Employment, is specifically designed to ease the pivotal period from recovery to full employment.

### Frequently Asked Questions

#### Why am I receiving this brochure?

You are a valued employee. It would be helpful to your recovery if you were to return to work performing what is called Transitional Employment. Please take a few minutes to read this brochure. If you have any questions, do not hesitate to speak to your employer, doctor, or other healthcare professional.

#### What is Transitional Employment?

Transitional Employment is the use of work tasks to help an injured or ill employee recover until he or she can return to full duty. It will help you to recover more quickly and completely.

#### Why is Transitional Employment helpful to me?

In many cases injured or ill workers can remain at work during their recovery. When you stay at work through transitional duties, you may return to your regular job sooner, maintain communication with your employer and co-workers, and maintain financial security.

#### Is recovery at home an option?

For an employee whose injury/illness prohibits job performance at all levels, home recovery would be advised. However, Transitional Employment is offered to all employees and is considered a viable option during the recovery process.

When workers remain at home too long, lack of daily exercise and activity tends to wear down general muscle tone and fitness. This may increase the likelihood of re-injury when you return to full duty.

As soon as you are able to perform some kind of Transitional Employment, it can be the bridge from staying at home to returning to your regular job. An evaluation from your physician will determine your capabilities and serve as a basis for establishing your modified duties.

#### Should I be concerned about re-injury?

A Transitional Employment plan is designed with your health interests as a top priority. This plan includes approvals and recommendations from your physician.

Through careful monitoring of procedures and limited responsibilities, the chance of re-injury becomes less of a health risk than staying at home completely. Your recovery can actually be expedited through Transitional Employment. Transitional Employment allows you to build up your strength gradually and remain active—two key components of the recovery process.

#### What about my medical treatment?

Your medical treatment will continue as prescribed by your physician. Transitional Employment is in addition to your regular medical treatment. An important point to remember is that Transitional Employment is tailored to your specific needs and, therefore, any medications, medical procedures, physical/occupational therapy, and/or follow-up visits will remain intact as advised by your physician. Transitional Employment will not interfere with your medical treatment, but rather will aid in the recovery process.



### How long does Transitional Employment last?

The length of a Transitional Employment plan is different for each person. You and your doctor should discuss your expectations and goals. Focus on remaining productive and getting better. You, your employer, and your physician will make up the team that determines the expected length of the Transitional Employment.

### What happens if medical changes occur?

If your medical requirements change during the Transitional Employment period, your assignment will be reassessed. Contact your physician as soon as you notice any changes. Your employer will work with your physician's recommendations and make appropriate adjustments. Again, this program is designed specifically to adjust your responsibilities to your capabilities.

### What do I need to do?

You, your employer, and your physician will design the best Transitional Employment plan by working together. It is a team effort. Think about what duties and assignments you would be able to handle on a temporary basis. Share your ideas and goals with your physician and employer, and ask for their recommendations.

## Transitional Employment involves:

- A personalized, monitored plan based on the type of injury/illness
- A set of temporary, adjusted responsibilities suited to your health needs
- A set of limited tasks and assignments in line with your capabilities

## You are the most important member of your return-to-work-team.

- A representative from your company is ready to discuss additional questions and concerns you may have regarding assignment options, duty descriptions and time frames.
- Call your employer to discuss a Transitional Employment plan today.

**Focus on remaining productive and getting better. Let your doctor know of any problems or changes in your condition.**

**Give Transitional Employment a chance to work for you.**

**For further information, please contact: Medical Management Services at 973-402-2911 or [mms@aig.com](mailto:mms@aig.com).**

American International Group, Inc. (AIG) is a leading global insurance organization. Founded in 1919, today AIG member companies provide a wide range of property casualty insurance, life insurance, retirement products, and other financial services to customers in more than 80 countries and jurisdictions. These diverse offerings include products and services that help businesses and individuals protect their assets, manage risks and provide for retirement security. AIG common stock is listed on the New York Stock Exchange and the Tokyo Stock Exchange. Additional information about AIG can be found at [www.aig.com](http://www.aig.com) | YouTube: [www.youtube.com/aig](http://www.youtube.com/aig) | Twitter: @AIGinsurance [www.twitter.com/AIGinsurance](http://www.twitter.com/AIGinsurance) | LinkedIn: [www.linkedin.com/company/aig](http://www.linkedin.com/company/aig). These references with additional information about AIG have been provided as a convenience, and the information contained on such websites is not incorporated by reference into this material.

AIG is the marketing name for the worldwide property-casualty, life and retirement, and general insurance operations of American International Group, Inc. For additional information, please visit our website at [www.aig.com](http://www.aig.com). All products and services are written or provided by subsidiaries or affiliates of American International Group, Inc. Products or services may not be available in all countries, and coverage is subject to actual policy language. Non-insurance products and services may be provided by independent third parties. Certain property-casualty coverages may be provided by a surplus lines insurer. Surplus lines insurers do not generally participate in state guaranty funds, and insureds are therefore not protected by such funds. 0718