

*Township Of Jackson, Fire District 3, Station 55*  
**Standard Operating Guidelines**

**LIGHT DUTY**

Guideline # 130.23

Date: 3/10 N

**PURPOSE**

This guideline applies to all members who are on an extended medical leave due to an on-duty injury or an off duty injury or illness and who have been cleared by a medical physician for this type of duty.

**POLICY**

- A. Light duty shall be a means to have useful work for a member to do when, because of injury or illness, him /her is unable to do the regular assigned duties.
- B. Fire Department members, who are either on injury leave or sick leave, are expected to return to work as early as medically cleared.
- C. During incapacity from regular duty, if a member is medically able to perform light work, the Department will make every effort to find light work which the member is able to perform, even if it is in a different area, so long as that member is qualified to work in said area. If no work can be found, then there shall be no light duty.
- D. The treating physician shall ultimately make the decision as to the member's physical/mental abilities with regards to duties that may be performed.
- E. Members who are under the influence of prescription drugs are not eligible for light duty. Members also must be medically cleared to drive to and from work.

**RESPONSIBILITY**

- A. The division that has the light duty will be responsible to oversee the duties performed by the member(s) assigned to do it.
- B. The district clerk is responsible for contacting the Fire Chief if the member fails to report for work.

**DEFINITION**

Light duty shall consist of any light work which does not conflict with restrictions set forth by a physician.

## PROCEDURE

- A. There are no permanent light duty assignments. All light duty assignments are temporary in nature and shall last no more than six months.
- B. Light duty shall be defined as a temporary assignment in which the worker performs either part of the regular job functions or other entirely different functions, such as administrative work. The District reserves the right to assign light duty whenever it is needed, not necessarily in the same location where the member ordinarily works.
- C. The District may have a limited number of Light Duty assignments available at any given time and cannot guarantee that every member with an extended injury or illness will receive a Light Duty assignment. Light duty will only be assigned when there is sufficient work available to justify the light Duty assignment
- D. The standard number of personnel on Light Duty at any particular time will be no more than one. Members who are injured in the line of duty shall be given preference over members with non-work related injuries or illnesses in respect to any available light duty assignments. This number may be adjusted to accommodate more than one individual at the Chiefs discretion.
- E. Once a member has been put on light duty they can only be removed from such duties if they have been medically cleared, reached the maximum time limit or the doctor takes them off light duty.
- F. Members assigned to light duty shall be assigned to Administration or the Fire Bureau as per the Chief's discretion.
- G. While a member is assigned to a light duty assignment by the District, the member shall receive the same salary they were receiving prior to the injury or illness.
- H. Members assigned to light duty will generally work Monday through Friday from 0800-1600 hours.

## EXAMPLES:

**Filing of paperwork**  
**Computer work, research**  
**Inspections (if qualified)**  
**District errands**

**UNDER NO CIRCUMSTANCES SHALL THE INDIVIDUAL FULFILL  
ANY FIREFIGHTING DUTIES**

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Approved: Board 7/19/2010  
Chief:   
Date: 7/20/10