

## Recuperative Duties

### **Definition**

Recuperative duties refers to a short term temporary work period that is allocated to you if you cannot complete your normal duties undertaken as part of your role or if you are falling short of full deployment following an injury, accident, illness or medical incident. The temporary work period allows individuals to maximise their deployment at their current capability whilst enabling them to recover and return to full duties.

### **Recuperative Duties Process**

Typically recuperative duties would not exceed 6 months, but in exceptional circumstances the recuperation period can be extended to 12 months. In this period the individual prepares to return to full duties and the full hours normally worked.

Assessments for fitness for duty are carried out by occupational health (OH) in the first instance. Upon referral from your manager and after the initial assessment process they will advise on any workplace adjustments that are needed, and manage the individuals return to full duties. Recuperative duties can only be authorised by OH. OH will also review any changes in conditions that may follow from a review or referral from an individual's line manager. Reviews between the individuals and their line manager are held if the individual is still on recuperative duties after 12, 18 and 24 weeks.

For more information on the recuperative duties process refer to the **How to** page.

### **Pay**

Whilst on recuperative duties, an individual will continue to earn their normal salary. Unless expressly advised otherwise by OH, an individual should not work overtime as it could delay the return to full duties. No loss of earning will be paid e.g. from potential overtime that they could have worked. In the case of an individual not being able to return to full duties in the timescale provided, there will be the option of flexible working arrangement in which the individual will be paid for the hours they work.

### **Annual leave**

If you are on recuperative duties you are still entitled to a full annual leave entitlement. Record leave on this basis. For example, if you are full time working reduced hours on recuperative duties for 3 days a week, you should take 5 days annual leave if you want to be absent for the whole of the week. Where you request a day's annual leave on a day that is set aside for recuperative duties, the recuperative duties should be rescheduled to one of the other non-working recuperative days.

### **Promotions and Role Changes**

If you are on Recuperative Duties, you may apply for promotion or a role change if you are able to perform the activities required for the role. If successful, you will be posted provided that there is a suitable post available i.e. a post that involves full hours (unless it is a part-time post) but may not necessarily involve fitness for a full range of operational duties. If you are on Recuperative Duties and not working your full contracted hours, you will not be posted on promotion until you are able to meet the full requirements of the new post.