



Emergency Management, Buildings & Safety

Sauk County Courthouse

510 Broadway

Baraboo, Wisconsin 53913

Dear Medical Provider,

This letter is to inform you that Sauk County offers transitional ("light duty") work for employees who may have been injured through their employment. Sauk County will offer work to the employee within the restrictions written by the medical provider until a healing plateau has been reached. The Safety/Risk Manager, Department Head, and Nurse (if applicable) will coordinate our "return to work" program.

IF THIS EMPLOYEE IS MEDICALLY CAPABLE OF RETURNING TO WORK IN ANY MODIFIED DUTY CAPACITY, PLEASE **DATE THE RETURN TO WORK DATE THE EMPLOYEE IS SEEN BY YOU (EVEN IF IT IS NOT THEIR REGULAR SHIFT). Employees on restrictions are not scheduled for overtime to promote the healing process. Also, please **DO NOT WRITE specific job duties, ONLY PHYSICAL restrictions on the Return to Work forms.****

If it is determined that the individual is to be given time off from work, please **NOTIFY ONE OF THE FOLLOWING PEOPLE BEFORE THE INDIVIDUAL LEAVES** regarding why the individual is incapacitated. Sauk County will offer work for even very restricted activity. Please explain to the individual that all of the restrictions apply even when away from work as well.

Thank you in advance.

If you have any questions, the following individuals may be contacted:

For All Injured Employees:

Carl R. Gruber, Safety/Risk Manager

608-355-4400

608-963-2167

If not available, you may also reach:

For Highway Department Employees:

Commissioner

608-356-3855

If work related injury, bill(s) may be sent to:

Wisconsin County Mutual, 18550 West Capitol Drive, Brookfield, WI 53045.