

National Association of Letter Carriers

100 Indiana Ave., N.W.
Washington, D.C. 20001

Memorandum

Telephone:
(202) 393-4695

From the Desk of HERBERT A. DOYLE, JR. *HAD*

March 1, 1993

To: All National Officers

Subject: Standard Postal Service Letter Regarding Limited Duty Assignments

As a result of an agreement between the NALC and the Postal Service in regard to a grievance pending national level arbitration¹ on the subject of whether the Postal Service must provide a written description of proposed restricted or limited duty assignments [as required by OWCP's regulations at 20 CFR 10.123(c) and 10.207(d)], the Postal Service has provided instructions stating that written descriptions are necessary--and has adopted a standard letter (referred to as a "sample letter") containing the minimum requirements.

A copy of the instruction with enclosed letter is attached.

HAD/msp
opeiu #2
Attachment

¹ H7N-3W-C 27676, St. Petersburg, FL 33730

UNITED STATES POSTAL SERVICE

Washington, DC 20260

DATE: January 13, 1993

OUR REF: ER250:LBAnderson:tea:20260-4232

SUBJECT: Sample Letter for Limited Duty Assignments

TO: Area Managers, Human Resources
District Managers, Human Resources

It has come to our attention that some installations have not been providing a written description of proposed restricted or limited duty assignments to employees with job-related injuries.

The enclosed sample letter contains the minimum requirements that should be included in letters provided to employees who have been previously assigned to limited duty, and who are being assigned alternate positions or restricted or limited duties as a result of job-related injuries.

If you have any questions about the use of this letter please contact Richard H. Bauer at (202) 268-3678.



Larry B. Anderson
Manager
Injury Compensation

Enclosure

RECEIVED

JAN 21 1993

COSTAL ADMINISTRATION UNIT
HEADQUARTERS, WASHINGTON, D.C.

SAMPLE LETTER FOR LIMITED DUTY ASSIGNMENTS

This letter is in regard to your job-related injury of _____.

Based on OWCP Form CA-17 or other medical documentation from your treating physician, it appears that you can perform limited duty work with specified limitations. A copy of this Form CA-17 or other medical documentation is attached.

Federal regulations require injured employees to seek and perform limited duty work when medically able to do so. This letter provides you with a written description of an alternate position or restricted or limited duties to which you may be assigned. The specific duties of this position are described (below/in an attachment to this letter). You are expected to report to _____ to begin this limited duty work no later than _____.

In assigning these limited duties we have followed the provisions of the Employee and Labor Relations Manual (546.141a) so as to minimize any adverse disruptive effect on you. If you believe that you are unable to perform these duties for medical reasons related to your injury, you must provide written medical evidence to this effect from your attending physician no later than the date shown in the paragraph above.

Should you have any questions about this notification or the described limited duties, please visit or call the Injury Compensation Unit, _____, phone number _____.

Injury Compensation Supervisor