



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this document, and all related Handbooks, Attachments, and Appendices establish Transportation Security Administration (TSA) policy and must be applied accordingly.

1. **PURPOSE:** This directive establishes TSA policy and procedures for light duty assignments. This directive supersedes HCM Policy 820-2, *Light Duty*, dated January 15, 2009.
2. **SCOPE:** This directive applies to all TSA organizational elements and all TSA employees.
3. **AUTHORITIES:**
 - A. The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:**
 - A. Day: Calendar day.
 - B. Health Care Provider: An individual licensed by the state in which he or she practices to diagnose and treat medical conditions.
 - C. Light Duty: Temporary work restrictions (i.e., limitations regarding essential job functions that the employee should not perform) that may be offered to TSA employees who have temporary injuries or medical conditions that did not occur on the job, or a CA-2, *Notice of Occupational Disease and Claim for Compensation*, has been filed and is pending adjudication by the Department of Labor Office of Workers' Compensation Programs (DOL/OWCP). Examples of temporary injuries or medical conditions include, but are not limited to, fractured finger, vasectomy, and pregnancy.
 - D. Limited Duty: Temporary work restrictions (i.e., limitations regarding essential job functions that the employee should not perform) that may be offered to TSA employees to address temporary medical restrictions for injuries or illnesses that occurred on the job and therefore considered work-related when a CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*, has been filed and not denied by DOL/OWCP or a CA-2 has been filed and approved by DOL/OWCP. Refer to [TSA MD 1100.00-6, Workers' Compensation Program](#), for additional information.
 - E. Long-term Restrictions: Medical restrictions for injuries or illnesses that prevent an employee from ever returning to full duty, or returning to full duty in six months or more.

- F. Management Official: Any TSA employee who is a higher-level official in the employee's chain of supervision such as a supervisor or manager (e.g., Director or equivalent, Assistant Administrator (AA), Federal Security Director (FSD), Supervisory Air Marshal in-Charge (SAC)).
- G. Medical Documentation: Acceptable and sufficient written record(s) from a physician or health care provider, including a description of the medical issue or injury. Refer to Section 7.B for additional information.
- H. Reasonable Accommodation: An adjustment or alteration that enables a qualified individual with a disability an equal opportunity to apply for a job, perform job duties, or enjoy benefits and privileges of employment.

5. RESPONSIBILITIES:

A. Workforce Programs within the Office of Human Capital (OHC) is responsible for providing advice, guidance, and support with regard to matters covered by this directive.

B. Management Officials are responsible for:

- (1) Identifying light duty work assignments in their office based on operational needs, space limitations, and staffing requirements; and

NOTE: The number and nature of light duty assignments may fluctuate in response to changes in these areas.

- (2) Providing light duty assignments when appropriate.

NOTE: Management officials may change or cancel light duty assignments due to changing operational needs, space limitations, and staffing requirements, or because of changes to the employee's physical or medical limitations, in accordance with the procedures described under this directive. Light duty assignments are based on the availability of work as outlined herein.

C. Employees are responsible for:

- (1) Notifying management officials and the Office of Law Enforcement/Federal Air Marshal Service (OLE/FAMS) Medical Programs Section in the case of Federal Air Marshals, immediately of any and all injuries/illnesses that impact their ability to perform all work-related duties and functions;
- (2) Requesting a light duty assignment when necessary; and
- (3) Submitting up-to-date medical documentation after every medical appointment regarding their medical condition relevant to the light duty assignment/request, or when requested by management officials in connection with a light duty assignment/request.

6. POLICY:

- A. TSA shall offer light duty assignments to employees who have temporary injuries or medical conditions that did not occur on the job or are the subject of a CA-2, *Notice of Occupational Disease and Claim for Compensation*, that has been filed and is pending adjudication, as outlined in this directive as long as work is available and the light duty assignments do not impact operational needs of TSA.
- B. Light duty assignments must be limited to duties that the employee is able to perform within his or her physical or medical limitations.
- C. Light duty assignments may not exceed the amount of time supported by the medical documentation and may not exceed more than 45 days, regardless of the medical documentation, unless extended as described in Section 7.
- D. A new light duty assignment must not be extended once long-term and/or permanent restrictions that impact the employee's position/function(s) are identified and supported by the medical documentation. Refer to [TSA MD 1100.73-4, Reasonable Accommodation Program](#), for additional information once long-term restrictions have been identified.

NOTE: Light duty assignments are temporary in nature. Requests for modification of job functions or workplace adjustments based on long-term impairment are not covered by this directive.

- E. Generally, an employee in a covered law enforcement position may continue to receive Law Enforcement Availability Pay (LEAP) and law enforcement officer retirement coverage during periods of a Light Duty assignment. However, depending on the duration of a light duty assignment and the covered employee's ability to be available and/or to perform unscheduled light duty assignments, adverse action procedures may be initiated to discontinue LEAP. Refer to [TSA MD 1100.88-2, LEAP Certification](#), for additional information.
- F. TSA shall attempt to provide light duty assignments based on the employee's current employment status as full or part-time; however, assignments may be offered for less than an employee's current hours and include various shift assignments based upon operational needs, space limitations, staffing requirements, and the medical limitations of the employee.
- G. An employee placed on a light duty assignment may not return to full duty until he or she submits up-to-date acceptable medical documentation clearing him or her to return to full duty.

7. PROCEDURES:

A. Requesting Light Duty Assignments:

- (1) The employee must complete [TSA Form 1160-4, Light Duty Assignment Request and Offer](#), and submit the form to his or her supervisor along with acceptable medical documentation from the employee's physician or health care provider.

- (2) The employee's supervisor will submit the completed [TSA Form 1160-4](#) to the next higher-level management official for approval/disapproval.

B. Medical Documentation: Acceptable medical documentation must include sufficient and relevant information regarding the affected employee's physical/medical limitations that prevent him or her from carrying out the essential job functions and the expected duration of these limitations.

- (1) Medical documentation must include:

- (a) Date that the medical documentation was written;
- (b) Date the medical condition began (or first diagnosed by health care provider who wrote the documentation);
- (c) Clear statement that the employee is or was incapacitated for full duty;
- (d) Information on how the condition affects the employee's ability to perform the duties of the position;
- (e) Expected duration of the condition, prognosis, and anticipated course of recovery; and
- (f) Signature of the physician or the health care provider authoring the document.

- (2) Management officials may request additional information from the employee, if necessary, to support the request for light duty assignment. Management officials may also consult with the Office of the Chief Medical Officer (OCMO) and/or the Reasonable Accommodation Program Manager (RAPM) regarding questions on the medical documentation and/or requested restrictions provided by the employee.

- (3) Light Duty requests and all related documentation are covered by the Privacy Act and must be maintained in a locked file cabinet. Access to these files is granted on a need-to-know basis. All documentation must be handled in accordance with [TSA MD 3700.4, Handling Sensitive Personally Identifiable Information](#). Medical documentation must be submitted to the employee's supervisor after each medical appointment or as requested by management officials in connection with light duty assignments.

- (4) When the employee submits new medical documentation, management officials must follow the procedures under Section 7.B. until the employee returns to full duty, unless long-term restrictions are imposed by a health care provider, or no additional extensions are available.

C. Approving Light Duty Assignments:

- (1) Management officials will consider the following factors before offering a light duty assignment:

- (a) Approved DOL/OWCP limited duty assignments take precedence over light duty assignments. This means that if there are employees with work-related limitations who can perform the functions of an assignment, that assignment must be offered to the limited duty eligible employee first;
 - (b) The nature, extent, and expected duration of the employee's physical/medical limitations. A light duty assignment must comply with the employee's physical/medical limitations as detailed in the medical documentation;
 - (c) The extent to which the light duty assignment would impact operational needs; and
 - (d) The extent to which the employee possesses the skills and abilities to carry out the light duty assignment.
- (2) Management officials will determine if work is available based on the medical documentation:
- (a) Management officials may consult with OCMO and/or the RAPM, or the OLE/FAMS Medical Programs Section in the case of OLE/FAMS employees, for clarification of medical restrictions, when necessary.
 - (b) If a light duty assignment cannot be offered to the employee, management officials should consult with their local Human Resources Specialists prior to making a determination. After receiving additional guidance, management officials will also notify the employee in writing of the determination noting the reasons for disapproval.
 - (c) Employees who are unable to perform the essential functions of their position and for whom there is no light duty assignment available must request appropriate leave, e.g. sick leave, annual leave, leave without pay.
- (3) If a light duty assignment is available, management officials may extend a light duty job offer to the employee verbally which must be followed up in writing no more than two business days. [TSA Form 1160-4](#) must be used for this purpose. The offer must include the following:
- (a) A brief description of the duties to be performed;
 - (b) The location and duration of the assignment, including the dates on which the assignment will begin and end;
 - (c) The work schedule for the assignment; and
 - (d) A statement informing the employee that it is his or her responsibility to immediately notify management officials of any change in his or her medical condition, including the ability to return to regular duties.

NOTE: Any modifications to light duty assignment may be made verbally but only if new supporting medical documentation exists to support the modifications. In addition, [TSA Form 1160-4](#) must be revised within two business days.

- (4) If an employee declines a light duty assignment, the employee must document the declination in writing to the appropriate management official by completing the applicable portion of [TSA Form 1160-4](#). The employee may provide additional information on a separate document. If the employee declines a light duty assignment, he or she must account for their absence with appropriate leave or leave without pay, if approved.

D. Light Duty Extensions:

- (1) An initial light duty assignment, or any extension to a light duty assignment, may not exceed 45 days. An employee may submit a written request for up to three separate 45-day extensions, for a total of 180 days.
- (2) Prior to the end of the first 45 days, an employee seeking an extension to his/her light duty assignment must submit a written request for an extension and include acceptable medical documentation that may be reviewed by OCMO, or OLE/FAMS Medical Programs Section in the case of an OLE/FAMS employees.
- (3) Light duty assignments will not be extended without new medical documentation to support the extension.
- (4) An employee who fails to submit a request for an extension before the end of 45 days will not be allowed to continue to work light duty (unless a reasonable extension to submit documentation has been requested and approved) and will be charged with the appropriate leave status.
- (5) The first extension may be approved in writing by the Director/SAC/FSD or designee. Any subsequent requests for extensions must be documented by the Director/SAC/FSD and submitted in writing to the appropriate AA or Regional Director for approval/disapproval.
- (6) Requests to extend light duty assignments beyond 180 days generally will not be approved absent unusual circumstances.

8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

July 19, 2017

Karen Shelton Waters
Assistant Administrator for Human Capital

Date

EFFECTIVE

July 31, 2017

Date

Distribution: Administrator, Deputy Administrator, Assistant Administrators, Chief Counsel, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, Business Management Division Directors, Administrative Officers, and Human Resources Specialists

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