



TOLEDO FIRE & RESCUE DEPARTMENT



AD-5 Transitional Duty

AD Manual

Date Revised: 05/01/2018

Last Modified: 06/06/2025 11:41

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Purpose

To define the Transitional Duty policy.

Policy/Procedure:

- 1)** Before beginning limited duty, all injured or ill firefighters must have a "Statement of Attending Physician" (SAP), or other appropriate documentation from their physician confirming they are allowed to return to work in a limited capacity. The SAP must define activities the member is restricted from performing, in order to prevent the placement of the member in a position that would aggravate their injury or contribute to their continued illness. The SAP must be presented to Fire Administration.
- 2)** It is the responsibility of the injured member to make sure they have an up to date SAP or injury/illness documentation on file at the Fire Administration Office. If the member fails to provide an up to date SAP, they may be charged with the use of "sick" hours rather than injury leave. A "Statement of Attending Physician" form should be taken to the doctor's office whenever an individual is scheduled for an appointment, so that it can be completed and delivered to the Fire Administrative Office without delay. The SAP shall include the period of time his/her physician expects the member to remain on transitional duty. No member will be allowed to return to full duty until the Department receives an SAP that indicates their physician has approved such action. It is the injured member's responsibility to notify the Fire Administration if there are changes in their transitional duty status.
- 3)** Members are typically assigned to a bureau that is in need of temporary staffing to supplement regularly assigned personnel. However, members can be assigned to another department within the City of Toledo. A member's transitional duty assignment may be changed at any time. In the event that a bureau other than that which the member is assigned needs the member's services, approval for transfer shall be obtained from, and granted by, the member's currently assigned supervisor prior to reassignment.

4) It is the responsibility of the member on transitional duty to notify Fire Administration if they experience difficulties with the transitional duty position to which they are assigned.

5) The Fire Administration Office will obtain and maintain the attendance card of the injured or ill firefighter from the member's company officer. The member's assigned bureau head will officially oversee job duties and attendance. The individual on limited duty must report to their assigned bureau at the beginning of and end of each day. A sign-in / sign-out sheet will be used for this purpose. Transitional duty personnel shall report attendance on a pink attendance form to be turned in on a weekly basis.

6) Transitional duty personnel shall take scheduled vacation time. Transitional duty personnel shall take all carryover vacation time immediately. Unscheduled vacation time will be pro-rated and scheduled on a quarterly basis. The individual shall notify their assigned bureau head at least one full day in advance if they need to take unscheduled time off from work. This includes, but not limited to doctor's appointments, therapy sessions, vacation time, compensatory time or the like. All appointments shall be scheduled at the beginning or end of the workday. A transitional duty accountability sheet must accompany all appointments. Paramedics shall schedule their CE sessions during work hours. Overtime shall not be accrued by transitional duty personnel. The bureau head will make the final decision concerning any special needs for scheduling conflicts for transitional duty personnel.

7) Sick call out procedure will be the same as line personnel. Transitional duty personnel shall work an eight (8) hour day. The work day shall be the employee's regular scheduled hours of work with a fixed starting and quitting time, and shall consist of consecutive work hours, except as broken for break periods and the lunch periods. (e.g. if a $\frac{1}{2}$ hour lunch is taken, the transitional duty member will work from 8am till 4:30pm).

8) When a member is cleared for full duty by their physician, they shall immediately notify Fire Administration of their change in duty status.

9) The letter of agreement between Local 92 and the City of Toledo states transitional duty shall be assigned to those employees whose physician documents that they temporarily cannot perform the full duties and responsibilities of their assigned position. Qualified employees may be assigned to transitional duty positions for a maximum of 90 calendar days; this may be extended at the Chief's discretion.

10) Extension request forms must be filled out and approved monthly by the Director of Fire and Rescue. An employee on Transitional Duty must submit this extension form at least 15-days prior to the end of his/her transitional duty assignment. This means, to be considered for extension past 90-days, **you must submit an extension form by the 75th day and monthly thereafter.**

See Also:

[B-52 - Sickness or Injury](#)

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Last update: **06/06/2025 11:41**

