

Human Resources & Payroll 4400 University Drive, MS 3C3, Fairfax, Virginia 22030 Phone: 703-993-2600; Fax: 703-993-2601

Transitional Duty Plan

Describe the specific tasks, duties that will be assigned Describe percentage of physical, mental, and environmental demands required to perform the task/duty Plan Start Date: Scheduled End Date: Specific Duties:	Employee Name:	Date:
Next Medical Appointment Transitional Plan 1. Describe the specific tasks, duties that will be assigned 2. Describe percentage of physical, mental, and environmental demands required to perform the task/duty Plan Start Date: Scheduled End Date: Specific Duties:	Position Title:	
Transitional Plan 1. Describe the specific tasks, duties that will be assigned 2. Describe percentage of physical, mental, and environmental demands required to perform the task/duty Plan Start Date: Scheduled End Date: Specific Duties:	Medical Restrictions:	
Transitional Plan 1. Describe the specific tasks, duties that will be assigned 2. Describe percentage of physical, mental, and environmental demands required to perform the task/duty Plan Start Date: Scheduled End Date: Specific Duties:		
Transitional Plan 1. Describe the specific tasks, duties that will be assigned 2. Describe percentage of physical, mental, and environmental demands required to perform the task/duty Plan Start Date: Scheduled End Date: Specific Duties:		
Transitional Plan 1. Describe the specific tasks, duties that will be assigned 2. Describe percentage of physical, mental, and environmental demands required to perform the task/duty Plan Start Date: Scheduled End Date: Specific Duties:		
Describe percentage of physical, mental, and environmental demands required to perform the task/duty Plan Start Date: Scheduled End Date: Specific Duties:	Next Medical Appointment	
Describe the specific tasks, duties that will be assigned Describe percentage of physical, mental, and environmental demands required to perform the task/duty Plan Start Date: Scheduled End Date: Specific Duties:		
Describe the specific tasks, duties that will be assigned Describe percentage of physical, mental, and environmental demands required to perform the task/duty Plan Start Date: Scheduled End Date: Specific Duties:		
Describe the specific tasks, duties that will be assigned Describe percentage of physical, mental, and environmental demands required to perform the task/duty Plan Start Date: Scheduled End Date: Specific Duties:		
Describe percentage of physical, mental, and environmental demands required to perform the task/duty Plan Start Date: Scheduled End Date: Specific Duties:		I he assigned
Specific Duties:		
Specific Duties:		
	Plan Start Date:	_ Scheduled End Date:
Demands:	Specific Duties:	
Demands:		
Demands:		
Demands:		
	Demands:	



Human Resources & Payroll 4400 University Drive, MS 3C3, Fairfax, Virginia 22030 Phone: 703-993-2600; Fax: 703-993-2601

Comments/ Special Considerations:	
We have discussed and reviewed the plan. The employee understands and will receive a copy of the plan. If the employee has any difficulties during the transitional duty, they will discuss them with their supervisor.	
Employee	Supervisor:
Date:	Date: