

WEST VIRGINIA UNIVERSITY
ENVIRONMENTAL HEALTH AND SAFETY
EMPLOYEE RETURN TO WORK NOTICE

If an employee did not return to work by the time the West Virginia University Supervisor's Injury/Illness Report Form was completed and mailed to Environmental Health and Safety, this form must be completed.

This form must be received by Environmental Health and Safety within three days of the employee's date of return to work.

Employee Name

Department (College/School/Unit)

Date of Injury/Illness

Date of First Missed Day of Work

Date Employee Returned to Work

Total Number of Days Employee Missed Work

Supervisor's Name (Typed or Printed)

Work Phone Number

Supervisor's Signature