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Return to Work Procedures for Workers' Compensation Employees

1. Obtain a Texas Workers' Compensation Work Status Report, DWC 73, from your physician that lists return to work instructions with or without restrictions.
2. Submit the DWC 73 within one (1) business day of receipt from your physician to the Danbury ISD Director of Business Services.
3. Submit a copy of the DWC 73 to your department head or principal within one (1) business day of receipt from your physician.
4. Immediately after visiting with your department head or principal, communicate with the Director of Business Services as to whether or not you will be returning to work.
5. Contact methods are:
 - Fax, 979-922-8246
 - Phone, 979-922-1218 x 1005
 - Email, glenda.moore@danburyisd.org
 - In person at the Administration Office
6. If restrictions apply and you are offered a temporary assignment, you must sign a *Bona Fide Offer of Modified Duty* letter prior to returning to work. Your department head or principal will issue the letter to you.
7. Submit a copy of the *Bona Fide Offer of Modified Duty* letter to Director of Business Services.
8. If you have any questions or problems with these instructions or your claim, please contact us immediately. We are here to help you.