

# Modified Work Agreement Companion



## What is a Modified Work Agreement?

A Modified Work Agreement (MWA) is a form used to identify the schedule and the modified job duties for an employee who has been injured (with medical approval).

## What is the purpose of a Modified Work Agreement?

The purpose of a MWA is to adhere to an employee's medical conditions. This being said, the injury may prevent the worker from completing particular jobs they have done in the past, thus resulting in a job modification.

## Why do I need a Modified Work Agreement?

A MWA is needed to keep employees safe at work and prevent further injury. This accommodation allows employees to continue working and support themselves and/or their families throughout their recovery.

## How do I complete a Modified Work Agreement?

To complete a MWA one should:

1. Include their full name as well as their supervisor's
2. Identify their temporary modified job duties, along with a time period
3. Indicated how many hours they will be able to work within a week and what days
4. If the employee agrees the must sign and date the form, followed by an approval signature

## How do I use a Modified Work Agreement?

- With medical approval, ask a supervisor if an MWA can be applied to your condition
- Once approved, fill out the agreement and have it signed and date by both you and a supervisor
- Keep the MWA available for any future referrals