

### **[Company Name] Return to Work Policy**

**Effective Date:** [Insert Date]  
**Policy Owner:** [Insert Department/HR Representative]  
**Reviewed and Approved by:** [Insert Authority]

### **1. Purpose**

The purpose of this Return to Work Policy is to provide clear guidelines for employees and managers to follow when an employee is returning to work after a period of absence due to illness, injury, or other personal reasons. This policy outlines the steps to be taken, eligibility criteria, procedures for phased returns, accommodations for medical conditions, and the responsibilities of all parties involved. The aim is to ensure a consistent, fair, and supportive approach to facilitate a smooth transition back to work.

### **2. Scope**

This policy applies to all employees of [Company Name] who are returning to work after a period of absence due to illness, injury, maternity leave, or other personal reasons. It covers all full-time, part-time, temporary, and contract employees.

### **3. Eligibility**

Employees are eligible to return to work under this policy if they:

* Have been absent from work due to a medical condition, injury, maternity leave, or other approved reasons.
* Have received clearance from their healthcare provider, if applicable, to return to work.
* Are able to perform the essential functions of their role, with or without reasonable accommodations.

### **4. Procedures for Returning to Work**

#### **4.1 Notification of Intent to Return**

* Employees must notify their manager or HR representative of their intent to return to work as soon as possible, ideally providing at least [insert notice period] notice.
* A medical certificate or clearance from a healthcare provider may be required, particularly if the absence was due to a medical condition or injury.

#### **4.2 Phased Return to Work**

* Employees may be eligible for a phased return to work, gradually increasing their hours and duties over a specified period.
* The phased return plan will be developed in consultation with the employee, their healthcare provider (if applicable), and their manager.
* The duration and structure of the phased return will depend on the employee’s needs, the nature of their role, and the advice of their healthcare provider.

#### **4.3 Reasonable Accommodations**

* [Company Name] is committed to providing reasonable accommodations to employees returning to work following an illness, injury, or other condition that affects their ability to perform their job.
* Accommodations may include, but are not limited to, modified duties, adjusted work hours, ergonomic adjustments, or temporary reassignment.
* Employees should discuss any required accommodations with their manager or HR representative as soon as possible.

#### **4.4 Return to Full Duties**

* Employees are expected to return to their full duties as soon as they are able, based on the phased return plan or other accommodations in place.
* Regular check-ins will be scheduled to assess the employee’s progress and make any necessary adjustments to the return-to-work plan.

### **5. Employee Responsibilities**

* **Communication:** Employees must maintain open and honest communication with their manager and HR representative throughout the return-to-work process.
* **Compliance:** Employees are expected to comply with the return-to-work plan, including attending any scheduled meetings or assessments.
* **Documentation:** Employees must provide any required documentation, such as medical certificates or return-to-work clearances, in a timely manner.
* **Participation:** Employees should actively participate in discussions about accommodations and work adjustments to ensure their return to work is as smooth and successful as possible.

### **6. Manager and HR Responsibilities**

* **Support:** Managers and HR representatives must provide support and guidance to employees returning to work, ensuring that the return-to-work process is handled with care and sensitivity.
* **Plan Development:** Managers, in consultation with HR, are responsible for developing and implementing a phased return-to-work plan if needed.
* **Monitoring Progress:** Managers must monitor the employee’s progress and adjust the return-to-work plan as necessary, in consultation with the employee and HR.
* **Confidentiality:** All information regarding an employee’s medical condition, accommodations, and return-to-work plans must be kept confidential and only shared on a need-to-know basis.

### **7. Review and Adjustments**

* The return-to-work plan should be regularly reviewed, with adjustments made as needed based on the employee’s progress and any new information from healthcare providers.
* Any concerns or issues that arise during the return-to-work process should be promptly addressed through discussion between the employee, manager, and HR representative.

### **8. Non-Discrimination**

[Company Name] is committed to ensuring that all employees are treated fairly and without discrimination throughout the return-to-work process. No employee will be treated less favorably due to their need for accommodations or phased return.

### **9. Policy Review**

This policy will be reviewed annually or as required to ensure it remains relevant and effective. Any changes to the policy will be communicated to all employees in a timely manner.

### **10. Contact Information**

For any questions or further information about this policy, please contact:

**HR Department:** [HR Contact Name]  
**Email:** [HR Email Address]  
**Phone:** [HR Phone Number]

**Employee Acknowledgment:**

I acknowledge that I have read and understood the [Company Name] Return to Work Policy.

**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_