

Return-to-Work Plan Template

Purpose:

To facilitate a smooth, safe, and supportive transition back to work for employees after leave, ensuring clear expectations, accommodations, and communication.

1. Employee Information

- Name: _____
 - Job Title: _____
 - Department: _____
 - Manager: _____
 - HR Contact: _____
 - Leave Dates: _____
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2. Leave Type

- ☐ Medical Leave
 - ☐ Treatment / Recovery Leave
 - ☐ Other: _____
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3. Return-to-Work Date

- Planned Return Date: _____

- Phased Return? ☐ Yes ☐ No
 - If yes, specify schedule: _____
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4. Job Responsibilities Upon Return

Task / Responsibility	Temporary Coverage Completed	Assigned Employee / Team	Notes / Accommodations
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5. Workplace Accommodations

- ☐ Adjusted work hours
 - ☐ Remote or hybrid schedule
 - ☐ Reduced workload / phased responsibilities
 - ☐ Ergonomic or physical accommodations
 - ☐ Other: _____
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6. Support & Resources

- HR or EAP contact for ongoing support: _____
 - Employee check-ins (frequency & owner): _____
 - Training / refresher courses required: _____
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7. Communication Plan

- HR & Manager sync schedule: _____
 - Team notification plan (maintaining confidentiality): _____
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8. Follow-Up & Evaluation

- Review progress after first week: _____
 - Adjust accommodations as needed: _____
 - Ongoing check-ins at regular intervals: _____
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Tips for HR & Managers:

- Maintain confidentiality regarding the reason for leave.
- Focus on ability to perform essential functions and required accommodations.
- Document all agreements and updates in HR files.
- Encourage open dialogue to support employee success and team productivity.