

Return-to-Work Roadmap

A guide to supporting employees after treatment

1. Pre-Return Preparation

- Confirm treatment completion with signed confidentiality release.
- HR, manager, and employee discuss a phased return plan.
- Review workplace policies, expectations, and any accommodations.

2. First Week Back

- Provide a welcoming, stigma-free environment.
- Ensure workload is realistic and clearly defined.
- Schedule a check-in meeting with HR/manager.

3. Ongoing Support

- Offer flexible scheduling for aftercare or therapy appointments.
- Provide access to EAP, peer support, or recovery-friendly resources.
- Maintain confidentiality in all communications.

4. Communication & Monitoring

- Set regular (biweekly or monthly) check-ins for the first 3–6 months.
- Encourage open communication without pressure or judgment.
- Watch for early warning signs of stress or relapse risk.

5. Long-Term Success

- Connect employee with alumni programs or sober activities.
- Recognize progress and celebrate milestones.
- Continue education for staff on supporting recovery in the workplace.

BTG Note

At Bridging the Gaps, we partner with employers and HR teams to create smooth, recovery-friendly return-to-work plans that promote long-term success.