

3. Sample Return to Work Process Template

The Employment Standard requires every Ontario employer, except an employer that has a small organization, to have a return to work process for its employees who have been absent from work due to a disability and require an accommodation to return to work.

An example of a written process is described below. It can be modified to your organization's needs.

The Return to Work Process

At [insert organization name], we are committed to supporting employees who have been absent from work due to a non-work related disability and who require an accommodation in order to return to work. We will follow the process detailed below to support their safe return to work.

Step 1: Initiate the Return to Work Process

- The employee reports a need for disability leave to supervisor or human resources.
- Information is sent to return to work coordinator ([Name of RTW Coordinator], [Phone], [Email]).

Step 2: Make and Maintain Contact with the Employee on Leave

Return to work coordinator:

- maintains regular contact with the employee, with the employee's consent
- provides the employee with return to work information
- helps resolve any problems with treatment, if asked by the employee
- monitors employee's progress until fit for work

Employee:

- gets and follows the appropriate medical treatment
- updates the return to work coordinator with his or her progress
- provides the healthcare provider with return to work information

Health-care provider:

- provides the appropriate and effective treatment to employee
- provides required information on employee's functional abilities, if requested

Step 3: Develop a Return to Work Plan

- The employee, the return to work coordinator and the healthcare provider (if needed) develop a formal return to work plan. This is included in the employee's individual accommodation plan (if applicable).
 - If the employee has no residual functional limitations, he or she returns to his or her regular position with no accommodation required.
 - If the employee has temporary functional limitations, he or she returns to work to a temporary modified job with accommodation, or to an alternate transitional position.
 - If the employee has lasting functional limitations, he or she returns to work with permanent accommodations or is reassigned to another permanent position.

Step 4: Monitor and Evaluate the Return to Work Process

- The employee, supervisor, and return to work coordinator monitor and review the return to work plan regularly until it is completed.
- The return to work process will undergo modifications to overcome any challenges the employee encounters.