

# 4. Sample Return to Work Plan Template

This template can be used to document the return to work plan and can then be added to the employee's individual accommodation plan, if applicable.

Employee Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Earnings: \_\_\_\_\_

Goal of Return to Work Process: \_\_\_\_\_

<b>Week</b>	<b>Functional Limitations</b>	<b>Work Days per Week</b>	<b>Work Hours per Day</b>	<b>Job Tasks</b>	<b>Accommodation</b>	<b>Safety Considerations</b>
<b>Week 1</b>						
<b>Week 2</b>						
<b>Week 3</b>						
<b>Week 4</b>						

Does the return to work process involve a temporary assignment to a different position?

- Yes (Please answer the questions below.)
- No

What is the new position? \_\_\_\_\_

Length of assignment (if known): \_\_\_\_\_

What training is required? \_\_\_\_\_

What safety precautions are being taken during training? \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date