# RETURN TO WORK PLAN TEMPLATE – BASIC

**Employee details**

Name Job Title

Hrs worked per day Hrs worked per week

|  |
| --- |
| Location of work \_\_\_\_\_\_\_\_\_\_ Date to Commence: \_\_\_\_\_\_\_\_\_\_\_  Workplace support person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Goals of Return-to-Work Plan**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting work days: Target work days:

Starting work hrs: Target work hrs:

|  |
| --- |
| Return to Work Outline |

**Week 1**

**Days Work (circle) M T W T F S S**

**Hours per Days**

**Breaks to be taken (no. & frequency)**

**Duties**

**Week 2**

**Days Work (circle) M T W T F S S**

**Hours per Days**

**Breaks to be taken (no. & frequency)**

**Duties**

**Week 3**

**Days Work (circle) M T W T F S S**

**Hours per Days**

**Breaks to be taken (no. & frequency)**

**Duties**

**Week 4**

**Days Work (circle) M T W T F S S**

**Hours per Days**

**Breaks to be taken (no. & frequency)**

**Duties**

|  |
| --- |
| **Comments and actions during plan period:** |

## Review Dates

**Signed By**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Treatment Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Case Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**