

6-week graduated return to work plan



EMPLOYEE DETAILS

Employee	
Date first absent	
Employer contact	
Employer	
Occupation	
Contracted working hours	

Current work status	
Return to work goal(s) (edit/delete as required)	
Employer contact:	
Expected start date	
Expected Date Return To Work Goal To Be Achieved	

SCHEDULE OF HOURS (BASED ON 5 DAYS A WEEK 9AM – 5PM)

Week commencing	Monday	Tuesday	Wednesday	Thursday	Friday	Breaks	Total hours

RECOMMENDATIONS

General

- Line manager to advise the team about the employee's graduated return to work, within the scope of the employee's consent.
- Employer to implement any workplace adjustments such as workstation ergonomics, desk allocation, buddy support etc. ahead of the anticipated start date.
- Attendance at treatment sessions and performance of independent exercise should continue as prescribed. This may require some flexibility to work hours depending when treatment sessions are booked.
- Regular breaks throughout the working day is recommended. On average, a 5-minute break every hour is encouraged to move and take a mental break. This will aid concentration and fatigue management. It is important to agree any set break times, including lunch breaks
- Flexibility between home and office locations may be beneficial, but should be reviewed regularly to ensure engaging with work and colleagues is still achieved when at home. All parties should be clear on the long-term goal of the working location – ie. returning to the office full-time.
- Where possible, avoid on-call work and shift work until the employee is able to consistently complete structured hours. Gradual introduction of a return to shift patterns should be phased in if operationally possible.

Duties

- Suitable duties are provided on a temporary basis to help increase capacity to achieve the return to work goal.
- Assigned work tasks to be set at an appropriate level in line with the number of hours your employee is working each week. Initially, returning employees often work more slowly and may need additional time to complete tasks.
- Initial work tasks (weeks 1-2) may include refresher or compliance training, reviewing and archiving emails, catch ups with colleagues, shadowing and mentoring from colleagues.
- It is recommended that temporary removal of deadline-driven work and sole responsibility for work deliverables are implemented in the first 2 weeks. This may require some adjustment to targets.
- Gradual introduction of familiar work tasks with support (from team and/or manager) may be considered from week 3.
- If the role requires travel and interacting with clients, consider how to minimise travel and ringfence any demanding clients to limit workload when working reduced hours during the plan's initial stages. A gradual return to long-distance travel and full client allocation is encouraged.



DUTIES

Week 1 - task list

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Week 2 - task list

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Week 3 - task list

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Week 4 - task list

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DUTIES

Week 5 – task list

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Week 6 – task list

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REVIEW SCHEDULE (delete/edit as required)

Review by (enter names)	Frequency or review date

MONITORING ARRANGEMENTS (delete/edit as required)

AGREEMENT

- I confirm my agreement to participate in the above plan.
- I understand that the plan will be monitored, reviewed and amended as appropriate.

Name	Role	Signature	Date
	Employee		
	Employer contact		
	Occupational health (if relevant)		
	Nominated treating practitioner (GP)		

Copy distribution list:



If you need help or would like more information, please call our Rehab helpline on **01306 646 001**

This plan does not replace any responsibilities the employer may have under the Equality Act 2010.

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