Return to Work Checklist

The following are general considerations for returning employees to work safely and effectively. Each employer's return to work program may operate differently, and can benefit from a tailored program, but here are some important aspects to consider:

✔ Is the Return to Work (RTW) program centralized or decentralized within the employer's hierarchy?
   – Do all RTW decisions follow this process?
   – If not, what processes do? (e.g. Accommodations)

✔ How are accommodation requests handled, is there an identified escalation path if locations deny a request or are inconsistent?

✔ Does the employer have a separate process and escalation path for early intervention or stay at work requests?

✔ What wellness programs does the customer have in their benefit suite that can be linked to their leave programs?
   – Which wellness vendors can have warm transfers?
   – Which wellness vendors can share data for trend analysis?

✔ Are there any specific job functions or certification requirements that would preclude you from having a RTW program for your population?

Employer Suggestions

Consider manager training about your RTW program/philosophy, focus on locations with high absence incidence rates or high accommodation requests.

Leverage your leave administrator for diagnostic and location trend reporting to be prepared for frequent accommodation requests related to high frequency leave scenarios.

Consider onsite evaluations for positions with high frequency leaves to pro-actively identify opportunities for ergonomic changes to aid in accommodation requests.

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