

Return to Work Manager

Narration: Do you have an employee who will be heading back to work soon?

We've thought a lot about how to make things smoother and be sure you're well-supported.

Did you know that returning to work following an illness or injury may be the most critical phase of an employee's recovery?

You play one of the biggest roles by helping your employee feel less anxious about their return.

The key is working with your employee before the return date to make a plan that will help them feel more comfortable and supported.

As a starting point, download a copy of "Return To Work, A Manager's Guide."

Start with the simple things, like getting agreement on where to arrive on the first day back and helping your employee understand privacy rights.

Talk about hours and job duties.

If you think he or she will need training, reassure that you're there to help make those arrangements.



Remember that you're not on your own.

You can reach out to your Human Resources representative if you have any questions.

Take it easy and slow, and be open to working through things.

Be flexible, everyone wants this return to be successful.

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