

Phased Return-to-Work Plan Template

Employee Information

Employee Name

Job Title

Department

Manager/Supervisor

Date of Phased Return Start

Phased Return Plan Overview

Summary of Adjustments

Goals during Phased Return

Weekly Schedule

Week	Dates	Planned Hours/Days	Tasks/Responsibilities	Comments/Adjustments
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Support and Adjustments

Details of Support Provided

Workplace Adjustments

Review and Monitoring

Review Date(s)

Notes from Review(s)

Signatures

Employee

Date

Manager/Supervisor

Date