

Template Stay at Work Plan or Return to Work Plan

Use this type of template to monitor and review progress

Worker details

Name

Job title

Location of work

Stay at Work/Return to Work Date

Usual hours worked: per day per week

Line Manager

Other workplace support person

Goals of Stay at Work/Return to Work plan

Starting number of:

work days

work hours

Target:

work days

work hours

Return to Work Outline

Week 1

Days work (circle) M Tu W Th F Sa Su

Hours per days

Breaks to be taken (no. & frequency)

Duties

Week 2

Days work (circle) M Tu W Th F Sa Su

Hours per days

Breaks to be taken (no. & frequency)

Duties

Review

Comments and actions during weeks 1 and 2:

Week 3

Days work (circle) M Tu W Th F Sa Su

Hours per days

Breaks to be taken (no. & frequency)

Duties

Week 4

Days work (circle) M Tu W Th F Sa Su

Hours per days

Breaks to be taken (no. & frequency)

Duties

Review

Comments and actions during weeks 1 and 2:

Review date 1

Review date 2

Signed by:

Worker

Line Manager/supervisor

Healthcare Provider (GP, Physio, etc)

Case Manager (if applicable)