

Suggested Language for Notification of a Return to Work program

(Company name) offers a Return to Work program for the health and benefit of our valued employees and our company. Programs such as ours help injured employees return to meaningful, medically appropriate work—and their full compensation—sooner. They facilitate healing, help retain employees, lower medical and indemnity costs, and control our company's workers' compensation premiums.

Our program includes: *(Make specific to your program)*

- Active incident management tools, such as first injury reports, notification letters for physicians and work capacity analysis forms.
- Temporary transitional employment options that fit the injured employee's specific capabilities.
- Incident investigation to help prevent similar injuries in the future.

As an employee, you must: *(Make specific to your program)*

Report any workplace injury that requires medical attention of any kind to a supervisor or management immediately.

- Notify your physician of our Return to Work program and present a Work Capacity Analysis Form at the time of your initial exam (will be done by a supervisor in the event that the injured employee is medically unable).
- Check in with (appropriate name) as soon as possible and maintain regular communication regarding your status and progress.
- Accept any temporary transitional duties approved by your physician and offered by this company to facilitate your return to the workplace.

Questions regarding our Return to Work program and policies should be directed to *(appropriate name and contact information)*.

