

## Return to Work Plan Example 8: Transport Manager, Local Authority

<p><b>Goals of the Return to Work Plan</b>          What do you want to be able to do?          e.g. To return to work in my job as a full-time primary school teacher by 8 weeks after my hip replacement</p>	<p>NOTES:          I plan to go back to work after the Christmas holidays which will give me an extra two weeks recovery time after the six weeks I initially told my employer. I spend most of my day at a desk.</p>
<p><b>Planned date of return to work</b>          (REFER TO STEP 2)</p>	<p>NOTES          Tuesday 4<sup>th</sup> January which is the first day after the statutory local authority holidays</p>
<p><b>What difficulties will I face returning to work?</b>          – List the things that most concern you about your return to work (REFER TO STEP 1)</p>	<p>NOTES:          My main concern about returning to work is the amount of time I spend sitting at a desk as my knees will be bent for 8 hours.</p>
<p><b>How might I overcome these difficulties?</b>          – List any ideas plans you might have to overcome these problems. This might include adjustments to your working arrangements, job role, equipment or environment.</p>	<p>NOTES:          My boss has suggested a complex series of restricted days initially but I have decided that I will do mornings for the first week and build up my hours from there</p>
<p><b>Who will review my progress and how/when will this take place?</b>          - Name and contact details of those who will oversee your return to work process</p>	<p>NOTES:          My manager is officially managing my return to work but I feel more confident to manage things myself and only ask for help if I need it. I am going to have my other knee done in the next few months so I need to be on top of things</p>
<p><b>When do I need to contact them?</b>          – Any changes will need to be agreed with your ‘employer’ and your colleagues in advance of your return to work. It is useful to give them as much notice as possible (SEE STEP 5)</p>	<p>NOTES:          Our occupational health department can be contacted to request a return to work assessment but I’m not going to bother as I’m pretty confident I can manage things myself.</p>
<p><b>Who will oversee my return to work and how will they review my progress?</b>          – Set a date for a review meeting after surgery for you to meet your ‘employer’ and discuss your progress.</p>	<p>NOTES:          I’m coordinating things with my line manager but they’re leaving me to it as I think I’ve got everything covered.</p>