## **Return to work policy template**

Company: [Organization Name]

### **1. Purpose and scope**

This policy is designed to provide a structured and supportive approach for employees of [Organization Name] returning to work after an extended absence.

### **2. Eligibility**

All employees returning after a medical or personal leave of more than 30 days are covered under this policy.

### **3. Notification procedure**

Employees should inform the HR department at least two weeks before their intended return date. A medical fitness certificate, where applicable, must be submitted.

### **4. Roles and responsibilities**

HR: Oversee the return process, provide necessary resources, and ensure compliance.  
Managers: Collaborate with HR and provide support to the returning employee.  
Employee: Notify intent to return and engage in any required training or counseling.

### **5. Adjustments and Accommodations:**

[Organization Name] is committed to making necessary adjustments to ensure the successful reintegration of our employees. This might include modified work hours, ergonomic adjustments, or additional training.

### **6. Review**

This policy will be reviewed annually to ensure its effectiveness and relevance.

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