



## **Preparing your return to work Check list**

### **Keeping in touch during the leave**

Keeping in touch with your unit through your supervisor and/or HR representative while you are on a leave can help make the transition easier once you are ready to return to work.

If your supervisor asks how you are doing, you can answer the question but you do not have to share medical information unless you want to. You are only required to share the date of the next medical visit or the expected date of return to work, and the functional limitations you may have upon your return to work.

Let your supervisor and/or HR representative know your preferred method of contact (e.g., phone, email);

Indicate to your supervisor and/or HR representative what information you want them to share, or not to share, with your colleagues;

Use these exchanges to ask questions or address concerns you may have.

### **Preparing the return to work**

As your medical condition improves, the return to work will need to be prepared and the following considered:

#### *Accommodations*

If you need any type of accommodation(s) upon your return to work (e.g., progressive return to work, ergonomic assessment);

Provide the required medical information regarding your need for accommodation(s);

Discuss your needs with your supervisor and/or HR representative.

#### *Reconnecting with your supervisor and colleagues*

You may be excited and/or anxious about your return to work. It may be helpful to:

Discuss with your supervisor and/or HR representative how you would like to be welcomed back upon your return to work (e.g., in a team meeting or more discreetly);

