



Sample Return-To-Work Guideline

In an effort to minimize serious disability due to on-the-job injuries and reduce workers' compensation costs, *[Employer Name]* has developed an early return-to-work program.

The program will consist of a team effort by supervisors, the insurance carrier, the physician and company management. All team members will be asked to take an active role in returning our injured employees to a productive status.

Supervisors/Managers will assist by directing the employee to appropriate care, ensure proper reporting of injury or incident and will maintain positive, ongoing communication with the injured employee. Supervisors/Managers will also help develop *Transitional Work Assignments*, as appropriate, to reduce lost time.

[Employer Name] will work with the insurance carrier to ensure timely payments, assessment of employee's return to work options and help to document return to work efforts and outcomes. Together they will actively encourage the treating physician to release the injured employee to return to work as soon as possible.

By this joint effort, the company will help our injured employees to recover as quickly as possible, gain production for wages paid, minimize employee wage loss and workers' compensation costs.