

# KEYS FOR A SUCCESSFUL RETURN TO WORK PROGRAM

A well-structured return to work program facilitates a smooth transition for employees recovering from injuries, enabling them to resume productive work while healing, and reducing claims costs

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## Modified Duties

Providing modified duties and accommodations tailored to the employee's abilities and medical restrictions helps maintain engagement, reduces the time away from work, and lowers costs



## Communication

Regular communication between employer, employee, & healthcare professionals is essential to monitor progress, address concerns, and make necessary adjustments to the plan



## Training

Employee training and awareness about the return to work program foster a positive work culture, emphasizing the organization's commitment to employee well-being and support during challenging times



## Leadership

Offering training and support to supervisors and coworkers on how to assist and interact with returning employees can create a supportive and inclusive work environment

## Flexibility

Flexibility in work schedules and the willingness to accommodate any temporary limitations can significantly improve the employee's morale and overall recovery process

## Documentation

Documenting return to work for an injured employee involves:

- Recording the date of return and any work restrictions or accommodations provided
- Noting the employee's progress and any changes in their physical capabilities during the transition
- Employee acknowledgement and acceptance of return to work duties with modified restrictions



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