

Guide to a graduated return to work plan

A graduated return to work plan (GRTW) is designed to help people overcome difficulties following illness or injury, and support them back into the workplace. The overall plan is designed to build up the employee's hours and duties as their stamina and confidence increases.



The GRTW plans have been designed to help you guide your employee to return to work over a period of weeks. Please note, this is only general guidance and is not specific to any medical condition. When supporting an individual to return to work or stay at work you may also want to consider a [wellness action plan](#).

If you require further advice or input, please contact our Rehab Helpline on **01306 646 001**



Every GRTW plan should include the following points. You can access the GRTW template [here](#).

1. RETURN TO WORK GOAL

- ✓ Aim to agree whether your employee is looking to return to full or part-time hours in a new, alternative or the same role.

2. EMPLOYER CONTACT DETAILS

- ✓ Specify a contact at your company, such as a line manager or HR person who will monitor the GRTW plan to support the employee.

3. PROPOSED HOURS PER DAY

- ✓ The templates provide a guideline of proposed hours for your employee, based on a review of the medical evidence at the time the claim finished.
- ✓ You may need to be flexible and adjust the proposed hours depending on their coping ability. This requires regular communication and review.
- ✓ If you need further guidance, you can contact your Occupational Health department, the employee's GP or the Unum Rehab Helpline.

4. GUIDELINES FOR GRTW PLANS

- ✓ Under the Equality Act, the business should consider reasonable adjustments to the workplace and an employee's work duties.
- ✓ This will require regular, open communication between you and your employee to agree what tasks they will complete during the plan.
- ✓ Documenting these within the GRTW plan can ensure all parties are clear.

5. REVIEW DATES

- ✓ Confirm by who, when and how often the return to work plan will be reviewed. Generally, a weekly to fortnightly review point is recommended.
- ✓ Aim to discuss how the employee is coping with the hours scheduled, their progress and get any feedback on any issues. You may identify the need to repeat the same week of hours, or slow down or speed up the plan. If so, always remember to adjust your anticipated return to work date.

6. SIGN OFF AND AGREEMENT

- ✓ Best practice is to have the employer (the person identified in parts 2 and 5) and employee sign the GRTW plan. You can also get agreement from a GP or Occupational Health adviser, if required.

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or would like
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