

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);
- Mention what information you would like your supervisor and/or HR representative to share with your colleagues about your return to work.

Return to work meeting

A return to work meeting can help to address work-related subjects, review your need for accommodation(s), and complete the return to work plan. To prepare for a return to work meeting, please note that it may be helpful to:

- Ask who will participate in the meeting;
- Determine if you want to be accompanied;
- Prepare a list of all your known future medical appointments so that your return to work schedule can be built around these appointments;
- Prepare questions you may have about schedule, workload, duties, priorities, etc.;
- Prepare questions about changes that may have occurred in the workplace (e.g., technological updates, projects);
- Review your need for training;
- Ask how the return to work was addressed with coworkers;



- Determine how any issues related to your return to work will be addressed should they arise;
- Ask about resources available to you upon your return to work (e.g., supervisor, colleagues, HR representative, Disability Management Advisor, Insurer, McGill's Employee and Family Assistance Program [EFAP], etc.);
- Prepare questions about how you will be paid if you are performing a progressive return to work.

The first day back

On your first day back to work, you will meet with your supervisor to help ease your transition. On your first day you can:

- Set or review priorities with your supervisor and determine what tasks will be performed on the first day and for the rest of the week;
- Ask who you can be in touch with in case of work-related questions (e.g., supervisor, colleague);
- Meet again with your supervisor briefly at the end of the day to discuss how it went.

Following up

Your supervisor and HR Representative want to help ensure that everything goes well after you return to work. Please know that you can:

- Advise your supervisor of your progress or any difficulties that may arise;
- Meet with your supervisor briefly once a week (or every other week);
- Contact your HR Representative, Disability Management Advisor and/or EFAP.