

My Return-to-Work Plan

If you are temporarily unable to work or can work less, it's important to think about how you can get back to work. Returning to work is indeed an important part of the recovery process. Research also shows that (adjusted) work promotes recovery. This doesn't mean that you can or should do everything immediately. You look at the possibilities that still exist and try to find a good balance between demands (what is asked of you) and capacity (what you can handle). By creating your own return-to-work plan, you are actively involved in your recovery.

In four steps to a return-to-work plan

With this format, you can easily create your own return-to-work plan. You do this following four steps.

- **Step 1** Start thinking about the structure of your work hours and tasks in advance.
- **Step 2** Determine what is important for you to discuss with your employer.
- **Step 3** Have a conversation with your employer.
- **Step 4** Finalize your return-to-work plan.

Helpful tips

- Schedule a meeting with your employer in the short term to discuss step 3. This will motivate you to start working within your capabilities.
- Begin with tasks that require the least effort (work tasks). Ensure that you gradually add more challenging or difficult tasks.
- Already partially working? Use the hours you are already working as a starting point. Create a plan from the beginning to full return to work. If this is not possible yet, determine how many hours of (adjusted) work you can build up to.

- Ensure a balance in building up work tasks and work hours.
- You can use the contents of return-to-work plan (step 4), for the "Plan of approach" (Plan van Aanpak) or its "Evaluation" (Evaluatie Plan van Aanpak) under the Sickness absence reduction act (Wet verbetering Poortwachter). Your employer will make this together with you.

Assistance with Questions

Do you have questions about creating the return-to-work plan? The occupational health practice assistant (POB) can often help you get started in a short conversation (15 minutes). Please contact our customer service department by phone to schedule an appointment.

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Step 1: Start thinking about the structure of your work tasks

1. What are the most important tasks that you typically perform?

2. Which tasks do you find the easiest to start with at the moment?

And which tasks do you find more challenging or difficult?

3. How can you temporarily modify the tasks?

For example, by seeking assistance from a colleague, breaking down a task into smaller parts, allowing more time, or setting fewer/no deadlines, or working from home.

4. What ideas do you have for gradually building up your work hours?

And in what increments? For example, adding 1 hour or 2 hours each week on the days you work.

Step 2: Determine what is important for you to discuss with your employer

1. How can your employer contribute to making the return to work successful?

2. How can your colleagues contribute to making the return to work successful?

3. Other topics for discussion

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Step 3: Have a conversation with your employer

1. Discuss your own ideas from steps 1 and 2.
2. Based on the conversation, work together to create a concrete outline for your return-to-work plan. **You can find a simple template in step 4.**
3. Is it still necessary to schedule an appointment with the occupational health practice assistant or company doctor? Or do you already have an appointment? Discuss this with your employer.

Step 4: This is your final return-to-work plan

- The employee fills in the return-to-work plan and aligns the content with the employer.
- Briefly describe the increase in working hours, the progression of work tasks, and the evaluation points.
- The employer communicates the (partial) return to work.

What are the agreements regarding the increase in working hours?

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Work Tasks

What are the agreements regarding the progression of work tasks?

Evaluation

What are the agreements (employee-employer) regarding the evaluation of the return-to-work plan?

More information

If you would like to learn more about this topic, please contact your customer team at
T: 088 277 89 81 E: info@zorgvandezaak.nl I: www.zorgvandezaak.nl