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<b>Employer Return to Work Checklist</b>	<b>Date Completed</b>
1. Supervisor notifies case manager, Human Resources Department, Payroll and union if applicable of employee absence due to disability.	
2. Case manager contacts disabled employee within 24 hours of notification of absence to explain case manager and employee role and responsibilities and obtain functional abilities, return to work obstacles, treatment plan and estimated return to work date full time or modified work.	
3. Case manager or designate sends Functional Abilities Form and cover letter to disabled employee within 3 business days of last day worked.	
4. Case manager matches disabled employee's functional abilities with pre-disability job essential duties.	
5. Case manager arranges for job accommodation including external service provider activities if required.	
6. Case manager obtains verbal or written sign-off for return to work from all stakeholders (employee supervisor, attending physician, case manager, insurance provider, union and human resources)	
7. Case manager arranges and meets disabled employee, immediate supervisor, union if applicable and human resources representative to finalize return to work plan including start and end dates, duties, hours per day and follow schedule. Return to work plan is not required if employee is returning to pre-disability occupation and full time hours.	
8. Case manager to follow up with disabled employee weekly or as required identifying and resolving any issues until full time hours and duties are achieved.	
9. Case manager documents all contact with all stakeholders including date, topics of discussion and required actions.	
10. Case manager ensures return to work program adheres to all legislative obligations including confidentiality, duty to accommodate, workers' compensation legislation.	