Return-to-Work Reintegration Checklist

■ Pre-Return Preparation

[ ] Confirm return-to-work date with employee.
[ ] Review medical clearance and any restrictions or accommodations.
[ ] Develop a personalized return-to-work plan.
[ ] Notify team of return (respecting confidentiality).
[ ] Prepare workstation and tools (equipment, access, software).
[ ] Schedule a welcome-back meeting with manager.

■ First Day Back

[ ] Conduct re-onboarding session (updates, policies, team changes).
[ ] Review job responsibilities and any temporary modifications.
[ ] Reintroduce employee to team and key contacts.
[ ] Provide updated organizational or departmental news.
[ ] Offer EAP or wellness resources.

■ First Week

[ ] Schedule daily or regular check-ins with manager.
[ ] Monitor workload and adjust as needed.
[ ] Encourage use of flexible work options if applicable.
[ ] Provide access to resilience or stress management resources.
[ ] Solicit feedback on reintegration experience.

■ Ongoing Support (First 30–90 Days)

[ ] Continue regular check-ins (weekly or biweekly).
[ ] Evaluate performance and comfort level.
[ ] Adjust accommodations or duties as needed.
[ ] Offer peer support or mentoring.
[ ] Recognize progress and contributions.

■ Team Support

[ ] Acknowledge and thank team members who covered duties.
[ ] Offer debrief or feedback session for team.
[ ] Provide stress recovery or resilience resources.
[ ] Encourage open communication and empathy.