

# Extended Leave Returning to Work Planning

There are times when an employee requires an extended period of leave time for health concerns. A successful transition of returning to work involves good communication between the employee and the supervisor during the adjustment period. Like any change, returning to work is a process that occurs over time. The following checklists may be helpful in smoothing the way and facilitating the reintegration of the employee.

## Supervisor Checklist

- Stay in touch with the employee by phone.
- Ask the employee how they wish to be welcomed back and what information they wish to share.
- Consider temporary modified duty, if necessary. See <https://extranet.personnel.ky.gov/Pages/returntowork.aspx> to learn more.
- Bring the employee up to date on any changes in policy/procedures/work load.
- Expect some loss of confidence and be prepared to offer support during the adjustment period.
- Assess the need for training.
- Meet with employee informally during the adjustment period to discuss any concerns.
- Call KEAP for suggestions about making a return to work plan for an employee. Encourage the employee to contact KEAP for assistance as needed.

## Employee Checklist

- Know that fear about returning to work is normal.
- Don't isolate yourself from your co-workers. Give yourself the opportunity to re-engage with others.
- Decide how much you want to share about yourself with others.
- Don't be too hard on yourself about feeling a bit rusty and out of the loop.
- Ask your supervisor for help when you need it and be clear about your concerns.
- If you believe you need an accommodation, initiate the request to see if you qualify.
- Use your breaks to de-stress. Take time for yourself.
- Call KEAP for confidential assistance when you have work or personal concerns.

For Commonwealth employees who have had extended leave due to active military duty, below are links to resources that address improving reintegration on the job:

<https://www.militaryonesource.mil/?CategoryID=130>

The above links are extended in order to help visitors to this site in acquiring information related to a range of work/life issues. By providing the links, the Commonwealth of Kentucky and KEAP are not endorsing the organizations or making any claim as to the accuracy of the information found on their sites.