INSTRUCTIONS FOR COMPLETING THE REHABILITATION PLAN FORM

The rehabilitation plan is a living document which can be used in the interview of concern, the rehabilitation appraisal, the rehabilitation meeting about the employee’s return to work and during follow-ups. The document can be used separately or accompany the employee and be completed later on.

1. Employee
Enter the employee’s personal information, contact details and form of employment.

2. Employer
Enter the name and contact details of the manager responsible.

3. Reason for rehabilitation plan
Enter the reason for holding the rehabilitation appraisal, information on sick leave certification and the treating physician.

4. Reason for incapacity to work
The reasons can be medical, social, psychological and work-related. Often a combination. Has any particular event contributed to a loss of capacity to work?

Work-related injuries: more information concerning reporting occupational injuries is available on the following website:

If the employee will shortly be returning to work, the appraisal concludes by moving on to point 8.

5. Working conditions
Indicate the employee’s current work duties, what is required for the employee to return to these and what capacity to work is retained despite health problems. Base the information on the medical certificate and instructions from the treating physician. If these are unclear, do not hesitate to contact the treating physician or the Occupational Health Service for advice and support.

If work adaptation and rehabilitation measures are needed, such as temporary work duties to be carried out for a certain period of time, which do not require advice and support from the human resources coordinator or the Occupational Health Service, draw up an action plan according to the instructions below.

6. Action plan
Clarity and structure are success factors for positive rehabilitation work. It is also important to clarify who does what and to follow up these activities. Use the action plan to state what measures are set up, who is responsible for each one and how they are to be followed up. Here you should also indicate any networks and support the employee has.
In the case of adaptation and rehabilitation measures that require advice and support from the human resources coordinator or the Occupational Health Service (due to unclear diagnosis, lack of clarity as to who is responsible or organisational changes which affect other staff), conclude the rehabilitation appraisal and schedule a rehabilitation meeting in which different parties can take part, in order to set up the action plan. Read more about this process under the heading “Rehabilitation meeting on measures for return to work”.

7. Rehabilitation targets
A further success factor in rehabilitation work is to set up shared targets and to follow them up.

8. Preventive measures
Our responsibility as employers is to investigate, implement and follow up activities in such a way as to prevent ill health and accidents at work and to achieve a satisfactory work environment. If there are measures that can be implemented to prevent any further potential cases of illness, these are to be prioritised.

9. Further information

10. Signatures