



LUNDS
UNIVERSITET

Sektionen HR

Manager support
Instructions regarding rehabilitation plan
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Manager support: instructions regarding rehabilitation plan

The rehabilitation plan is a living document which can be used in the interview of concern, the rehabilitation appraisal and the rehabilitation meeting, as well as during follow-ups. The document can be used separately or accompany the employee through the rehabilitation process.

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? Has an work-related injurie occurred? More information concerning reporting occupational injuries is available on staff pages.

If the employee will shortly be returning to work, the appraisal concludes by moving on to 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, draw up an action plan according to the instructions below. Contact the human resources coordinator for advice and support.

6. Action plan

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 (for example due to unclear diagnosis), conclude the rehabilitation appraisal and schedule a rehabilitation meeting in which different parties can take part, in order to set up the action plan.

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. Any measures that can be implemented to prevent further potential cases of illness are to be prioritized.

9. Further information

10. Signatures