



# HOW TO: Create a Return to Work Program

When an employee is injured, it's in your best interest (and theirs!) to get back to work quickly and safely. Here's how to do it.

## A RTW PROGRAM SHOULD INCLUDE:

1. Who it applies to (hint: EVERYONE EQUALLY!)
2. What will be included in the program - such as, temporary light, limited and modified-duty assignments
3. A "jobs bank" of tasks that an injured employee could perform
4. Be sure to include why returning to work is beneficial to employees! (see this blue section)

## BENEFITS TO YOUR EMPLOYEE:

- They continue to earn wages.
- They maintain their skills.
- They are likely to return to their normal position more quickly.
- They feel a part of the team and maintain a sense of purpose.
- Improvement to their physical and psychological well-being.

## BENEFITS TO YOU:

- Increased productivity.
- Less overtime you need to pay to employees who are filling in.
- Reduced administrative costs associated with finding and training temporary employees.
- Controlled workers' compensation claim costs.
- Reduced short term and long term disability costs.

## HOW TO IMPLEMENT YOUR PLAN:



Create a RTW Form that outlines job duties and expectations



Designate a RTW Coordinator



Communicate your program with employees and add to onboarding process

For more tips, tools and templates, visit:

[HolleyInsurance.com/BusinessOwner](https://www.holleyinsurance.com/BusinessOwner)

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