

Preparing to Return to Work

ASEBP will work with you, your health care provider(s), and employer to ensure a gradual, modified, or full return-to-work plan is in place once you are medically fit to return to the workplace during the sick leave period or while you are receiving Extended Disability Benefits (EDB).

We recommend that you get involved in this process to help ensure the return-to-work plan is tailored to your needs.



If you are on a gradual return to work, you are not cleared for full duties and should not be participating in extracurricular school activities (e.g., coaching sports, organizing a school concert). Get in touch with your ASEBP contact if you have any questions or concerns.

- ☐ Obtain medical information from your health provider(s) to confirm your functional ability and/or fitness for work, as requested by ASEBP.
- ☐ Review your functional restrictions and limitations with your ASEBP contact (as requested).
- ☐ Share any unique or specific job requirements with your ASEBP contact that may need special consideration or accommodation so it can be incorporated into your return-to-work plan.
- ☐ Stay in touch with your ASEBP contact and provide regular updates on your recovery and functional ability (i.e., ability to perform work duties and daily living tasks) so we can monitor your progress and notify your employer about when you are expected to return to work. It is also important to stay connected with your employer, as per division expectations.
- ☐ Provide all medical reporting, including return-to-work notes, to your ASEBP contact and employer (as required). Sometimes these notes contain sensitive medical information and providing them directly to ASEBP helps maintain your privacy. If you are medically fit to return to work, ASEBP will notify your employer immediately.
- ☐ Follow the medical restrictions or limitations outlined in your return-to-work plan (e.g., work only the hours assigned, perform tasks up to your functional tolerance level) to protect your health and well-being.
- ☐ Attend a return-to-work planning meeting scheduled by your employer before your planned start date, if requested. These meetings are scheduled once you are medically fit to return to the workplace and arranged in a timely manner. Please note that these meetings are typically arranged for individuals returning from EDB. ASEBP participates in these meetings as needed.

