

RETURN-TO-WORK CHECKLIST

Ensuring a Smooth Transition Back to the Workplace

Member Name: _____ Date: _____

Local Union: _____ Employer: _____

Leave Start Date: _____ Planned Return Date: _____

Pre-Return Preparation (1-2 weeks before return)

Communication with Employer

- Confirmed return date in writing with HR/Supervisor
- Received confirmation of job restoration
- Confirmed work schedule and location
- Reviewed any workplace changes that occurred during leave
- Established point of contact for first day back

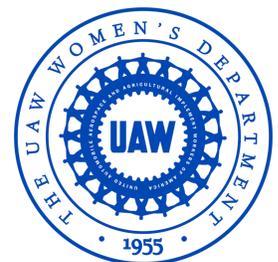
Medical Clearance (if required)

- Obtained medical clearance from healthcare provider
- Submitted fitness-for-duty documentation if required
- Identified any work restrictions or accommodations needed
- Scheduled follow-up medical appointments as needed

Accommodation Planning

Check all accommodations you will need:

- **Lactation accommodations** (if nursing):
 - Private lactation room confirmed
 - Break time schedule established
 - Refrigeration access for milk storage
 - Flexible scheduling for pumping



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- **Modified duties (temporary or permanent):**
 - Lifting restrictions: No more than _____ pounds
 - Standing limitations: No more than _____ hours
 - Schedule modifications: _____
 - Other physical restrictions: _____
- **Flexible scheduling:**
 - Medical appointment time
 - Childcare pickup/drop-off considerations
 - Gradual return schedule (if applicable)

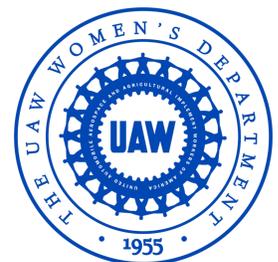
Childcare Arrangements

- Childcare provider confirmed and ready
- Backup childcare arrangements made
- Emergency contact information updated at work
- Transportation arrangements confirmed

FIRST WEEK BACK

Day One Return

- Arrive early to settle in and organize workspace
- Meet with supervisor to discuss priorities and expectations
- Review any policy changes that occurred during leave
- Update emergency contact information
- Confirm accommodation arrangements are in place



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Job Restoration Verification

Your FMLA rights include restoration to the same or equivalent position:

- Same position restored: Job title, duties, and pay unchanged
- Equivalent position: If different, verify it has:
 - Same pay and benefits
 - Same or similar duties and responsibilities
 - Same shift and location (unless you agreed to change)
 - Same opportunities for advancement

Benefits Verification

- Health insurance active and unchanged
- Dental/vision insurance restored
- Life insurance coverage confirmed
- 401(k)/retirement plan status verified
- Union dues deduction resumed
- Vacation/sick time balances confirmed

Workplace Reintegration

- Reconnected with colleagues and team members
- Reviewed current projects and priorities
- Attended necessary training or updates
- Set up workspace and equipment
- Reviewed safety procedures and any changes

