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|  | RETURN TO WORK PLAN | | | | | | | | | | | | |  | |
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|  | PHASE | WEEK | MON | TUE | WED | THU | FRI | No. of Days in a week | TOTAL Hours |  |  |  |  | |
|  | PHASE 1: Preboarding. Online contact with team and new peers. Have lunch with the team. | | | | | | | PHASE 1 | |  |  |  |  | |
|  | 1 | 1 | 2 h |  |  | 2 h |  | 2 | 4 h |  |  |  |  | |
|  | PHASE 2: Having the first day back at the office and evaluating the set-up and supplementary needs. Sharing the work plan for the first two weeks with specific tasks. | | | | | | | PHASE 2 | |  |  |  |  | |
|  | 2 | 2 | 3 h | 3 h |  | 4 h |  | 3 | 10 h |  |  |  |  | |
|  | 2 | 3 | 4 h |  | 4 h |  | 5 h | 3 | 13 h |  |  |  |  | |
|  | PHASE 3: Become re-accustomed to the workflow. Start taking on lighter duties. Participate in team building social activities. | | | | | | | PHASE 3 | |  |  |  |  | |
|  | 3 | 4 | 4 h | 4 h |  | 4 h | 5 h | 4 | 17 h |  |  |  |  | |
|  | 3 | 5 | 5 h |  | 6 h | 6 h | 6 h | 4 | 23 h |  |  |  |  | |
|  | PHASE 4: Start taking on heavier responsibilities and review the ongoing process. Is additional support required? | | | | | | | PHASE 4 | |  |  |  |  | |
|  | 4 | 6 | 6 h |  | 6 h | 6 h | 6 h | 4 | 24 h |  |  |  |  | |
|  | 4 | 7 | 7 h | 7 h |  | 6 h | 6 h | 4 | 26 h |  |  |  |  | |
|  | 4 | 8 | 7 h | 7 h | 6 h | 6 h | 6 h | 5 | 32 h |  |  |  |  | |
|  | 4 | 9 | 7 h | 7 h | 7 h | 7 h | 7 h | 5 | 35 h |  |  |  |  | |
|  | PHASE 5: Reboarding interview evaluation and consider being back to one of the phases above. If all fine, going back to normal working conditions. | | | | | | | PHASE 5 | |  |  |  |  | |
|  | 5 | 10 | 7 h | 7 h | 8 h | 7 h | 7 h | 5 | 36 h |  |  |  |  | |
|  | 5 | 11 | 7 h | 8 h | 8 h | 7 h | 7 h | 5 | 37 h |  |  |  |  | |
|  | 5 | 12 | 8 h | 8 h | 7 h | 8 h | 8 h | 5 | 39 h |  |  |  |  | |
|  | 5 | 13 | 8 h | 8 h | 8 h | 8 h | 8 h | 5 | 40 h |  |  |  |  | |
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