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|   |   |   |   |   |   |   |   |   |   |   |   |   |  |
|   | RETURN TO WORK PLAN |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | PHASE | WEEK | MON | TUE | WED | THU | FRI | No. of Daysin a week | TOTALHours |   |   |   |   |
|   | 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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