



## **Gradual Vocational Reintegration – Meeting Guidelines for Supervisors**

### **Preparing for the Meeting**

Hold the meeting first thing in the morning of the employee's first day back to work and notify your team of the employee's return to work.

### **Talking Points**

- Be sure to welcome your employee back and make them feel that they have been missed at work and are both needed and appreciated on the job.
- Ask your employee how they are doing.
- Let your employee know about any pertinent events, changes, and the course of their temporary substitution.
- Discuss future work assignments with your employee. Any restrictions mentioned in the vocational reintegration plan should be addressed. You should also talk about how these can be handled in day-to-day work. Be sure to remind your employee that they can contact the occupational health service, the staff council or the representative for employees with disabilities at any time. Let them know that this is always on a voluntary basis.
- Let your employee know that you are always available to talk. Offer to meet again at the completion of each step to get feedback on the employee's capacity to do their job, to discuss the demands of the job, and to plan the way forward.