# Return to work after mental illness [sample] policy

## Introduction

The management and staff of [insert company name] are committed to:

* developing and maintaining a safe and healthy work environment
* ensuring that employees who have experienced a mental health problem are treated fairly, equally and consistently
* making every effort to encourage and support an early return to work by employees who have been off work as a result of mental illness
* making every effort to provide reasonable adjustments in order to retain an employee with a mental health problem
* ensuring that the employee is not put at a disadvantage in their job
* ensuring that all staff have the skills and knowledge to put their responsibilities into practice

## Scope

The purpose of this policy is to provide for the early rehabilitation and return to work of employees with mental health problems. In keeping with this goal, [insert company name] understands that it is good rehabilitation practice to ensure a planned, early and safe return to work following a mental health problem.

This policy is linked to other key policies, namely [insert relevant policies].

## Roles and responsibilities

### Organisation

When an employee discloses a mental health problem to a staff member, he/she should [insert relevant action] and seek advice from [insert relevant staff].

The organisation will support the staff member by providing [insert relevant training or resources].

The [insert relevant staff] will contact the employee during their absence. The [insert relevant staff] will negotiate and develop a plan for how they will keep in touch with the employee and how often. The [insert relevant staff] will keep a record of contact made with the employee while on sick leave.

In the event that suitable work can be identified, the organisation [insert relevant staff] will ensure, through the staff member's personal health practitioners and the workers compensation authority where applicable, that the employee is capable of performing modified or accommodated duties.

When an employee is ready to return to work the [insert relevant staff] will inform the employee of the available work and request that he/she report to duty.

The [insert relevant staff] will conduct a return-to-work interview upon the employee’s return.

The [insert relevant staff] will develop a return-to-work plan and obtain the agreement of everyone affected.

Where appropriate, the [insert relevant staff] will seek support of internal and external resources [specify as appropriate] to assist with the return-to-work process.

With written consent from the employee, the [insert relevant staff] will contact the employee’s healthcare provider in order to increase the coordination and support for the return-to-work process.

### Employee

The employee should:

* negotiate with their supervisor about reasonable adjustments to assist with their mental health problem.
* raise any concerns they have about the return-to-work process
* have an agreed plan with the organisation to manage the possibility of relapse
* keep their health professional informed during the return-to-work process

## Auditing

Feedback on the policy will be invited from employees and employee representatives. This will be done by [insert relevant process].

The policy will be reviewed on [insert date] by [insert relevant process].