



AODA – RETURN TO WORK (RTW) PLAN

Canada – Human Resources

1. Employee information

Name	
Department	
Manager	
HR Business Partner	

2. Required accommodation

3. Health care provider recommendation for gradual return to work accommodations attached:

Yes

No

4. Accommodations:

Week	Date	Functional Limitations	Work Hours per Day	Work Hours per Week	Accommodations
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					

5. Temporary alternate position:

Yes No

If yes, please specify position and anticipated duration.

6. Health care provider recommendations for permanent accommodations attached:

Yes No

If yes, please specify permanent accommodation:

Safety considerations:

7. Emergency response

The following individuals have been designated to assist in the event of an emergency or evacuation Assistance:

Name	Location	Phone	Type of Assistance
			Building Evacuation
			Equipment Required
			Evacuation Route
			Alert Notification

8. Return date to full duties with no restrictions of accommodations

Date	
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Employee Signature

 Date

Manager's Signature

 Date

 Human Resources Business Partner

 Date

PRIVACY OF PERSONAL INFORMATION

In accordance with Ontario's Accessibility for Ontarians with Disabilities Act (AODA) and Section 29 of the Employment Standard – Return to Work Process – the purpose of the Return to Work Plan is to assist AtkinsRéalis in determining whether, or to what extent, reasonable accommodations are required for an employee with a medically required accommodation to return to work following a disability leave. This information is private and confidential and will be maintained by Human Resources and filed separately from the employee's personnel file.