

Modified Work Offer Letter To Injured Worker Template



Workers comp laws of most jurisdictions (Alberta, Saskatchewan, Northwest Territories and Nunavut are the lone exceptions) require employers to re-employ workers who suffer work-related injuries covered by workers comp once they're medically capable of returning to work. While reinstating the worker to the pre-injury or a comparable position is the first choice, it may be necessary to offer modified work that's suited to the worker's medical capabilities in accordance with a Return to Work plan. Here's a template offer of modified work that you can adapt for your own use based on the circumstances of the case and the workers comp laws that you're subject to.

OFFER OF MODIFIED WORK

Dear [injured worker]:

As you may be aware, ABC Company has a Return to Work program designed to enable workers who suffer work-related injuries and illnesses to come back to work as soon as they are medically capable of doing so in a manner that won't endanger their health, safety or welfare. In accordance with that program, we are pleased to offer you modified work immediately to assist you during your recovery.

ABC Company has created and attached to this letter a Return to Work (RTW) Plan based on the functional abilities

information that *[list name of worker's doctor or other health professional that performed the functional assessment]* has provided us. The employment we are offering you requires you to perform only work duties that are within your restrictions.

Please note that the workers compensation laws of *[list your province]* requires both employers and injured workers to co-operate in return to work by, among other things:

- Initiating contact as early as possible after a work injury occurs;
- Maintaining contact throughout the recovery and rehabilitation period;
- Identifying and securing available work that the injured worker is capable of performing;
- Providing the Workers Compensation Board (Board) with all information it requests or requires with regard to the return to work; and
- Notifying the Board of any dispute or disagreement regarding the return to work process.

Injured workers are also required to participate in all aspects of their RTW assessments and plans.

If you have any questions or concerns about your return to work or the modified work provided please feel free to contact *[list RTW case manager or other contact]*.

ABC Company Signature:

Date:

Worker Signature:

Date:

Attach proof of service if offer delivered via mail, e-mail or text rather than in person.