



TFMR Return to Work Plan

Planning your return to work

Returning to work following baby loss can bring many different emotions. Having a plan in place before you return can help you think through your working hours, responsibilities, support and anything that may feel difficult.

This template can be completed before returning to work and discussed with your employer or Occupational Health where appropriate.

There is no single right way to return to work. Your plan can be adapted to your individual circumstances, role and needs.

MY RETURN TO WORK

Name:

Job role:

Employer:

Planned return date:

Usual working hours:

Usual working days:

MY PLANNED PHASED RETURN

A phased return may involve gradually increasing your hours and responsibilities before returning to your usual working pattern. The following table can be completed with your employer.

WEEK 1

Dates:

Planned total hours:

Dates:	Planned Hours	Start Time	Finish Time	Planned Duties
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Monday				
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Tuesday				
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Wednesday				
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Thursday				
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Friday				
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WEEK 2

Dates:

Planned total hours:

Day	Planned Hours	Start Time	Finish Time	Planned Duties
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Monday				
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Tuesday				
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Wednesday				
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Thursday				
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Friday				
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WEEK 3

Dates:

Planned total hours:

Day	Planned Hours	Start Time	Finish Time	Planned Duties
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

WEEK 4

Dates:

Planned total hours:

Day	Planned Hours	Start Time	Finish Time	Planned Duties
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

MY RETURN TO USUAL HOURS

Expected date of returning to my usual working pattern:

My usual working days and hours will be:

Will my workload also increase gradually?

- ☐ Yes
- ☐ No
- ☐ To be discussed

How will this be managed?

WHAT WILL I BE DOING?

Think about the duties and responsibilities you will return to.

Duties I feel comfortable returning to:

Duties I may find more difficult initially:

Duties that I would benefit from gradually returning to:

Are there any duties I would like to temporarily avoid or modify?

SUPPORT I WOULD LIKE AT WORK

Before returning, consider what support may make your transition back to work easier.

I would find the following helpful:

- ☐ Phased return
- ☐ Reduced hours initially
- ☐ Flexible start and finish times
- ☐ Regular check-ins with my manager
- ☐ Additional breaks
- ☐ A quiet/private space available
- ☐ Flexibility around appointments
- ☐ Flexibility around difficult dates
- ☐ Temporary changes to duties
- ☐ Gradual increase in workload
- ☐ Working from home where appropriate

- ☐ Occupational Health support
- ☐ Other:

COMMUNICATION WITH MY MANAGER

What would I like my manager to understand about my return?

What would I like my manager to do if I become upset at work?

How would I prefer to communicate if I am struggling?

How often would I like to have an informal check-in initially?

COMMUNICATION WITH COLLEAGUES

I can decide how much information I want to share with colleagues.

What would I like colleagues to know about my return?

What would I prefer not to discuss

Would I like my manager to communicate anything to colleagues before I return?

- ☐ Yes
- ☐ No
- ☐ I would prefer to do this myself
- ☐ I am unsure

THINGS THAT MAY BE DIFFICULT

Before returning, think about situations that may be emotionally or practically challenging.

These might include:

- ☐ Pregnancy announcements
- ☐ Seeing pregnant colleagues
- ☐ Conversations about babies or children
- ☐ Returning to a workplace where people know about my loss
- ☐ Questions about my absence
- ☐ Particular dates or anniversaries
- ☐ Baby Loss Awareness Week
- ☐ Mother's Day/Father's Day
- ☐ Returning to a previous workload
- ☐ Concentration or memory difficulties
- ☐ Fatigue or reduced energy
- ☐ Other:

Are there any situations I would like to plan for?

DIFFICULT DATES

Are there dates that may be particularly difficult for me?

Date: _____ **Reason:** _____

Date: _____ **Reason:** _____

Date: _____ **Reason:** _____

What support or flexibility might I need around these dates?

IF I BECOME UPSET AT WORK

It may be helpful to have a plan before returning rather than trying to decide what to do in the moment.

If I become upset, I would like to:

I can go to:

I can speak to:

I would find it helpful if my manager:

Things that usually help me feel calmer are:

MY SUPPORT NETWORK

Person at work I can speak to:

Family/friend I can contact:

Bereavement support/service:

Healthcare professional:

Occupational Health contact:

MY AGREED PLAN

My agreed return date:

My agreed working pattern:

My agreed phased return:

My agreed duties/responsibilities:

Agreed workplace support/adjustments:

Who will be responsible for supporting my return?:

When will the plan be reviewed?:

BEFORE I RETURN

Before my first day, I have considered:

- ☐ My working hours
- ☐ My phased return
- ☐ My workload
- ☐ My duties
- ☐ Who will support me
- ☐ What I want colleagues to know
- ☐ What situations may be difficult
- ☐ Difficult dates

- ☐ What I can do if I become upset
- ☐ How I will manage appointments
- ☐ Who I can contact for support
- ☐ When my return-to-work plan will be reviewed

A NOTE TO REMEMBER

Returning to work does not mean that your grief has ended.

You may find that work gives you routine, purpose and connection, while at other times it may feel difficult or exhausting. You may experience emotions that you did not expect, even when you feel ready to return.

Planning ahead can help you feel more prepared, but it is also okay if your needs change once you are back at work.

You do not have to have everything figured out before your first day. Asking for support is okay.

This template is intended as a supportive planning tool and does not replace individual medical, occupational health, employment or legal advice. Any phased return or workplace adjustments should be discussed and agreed with your employer and relevant professionals.