

3.) Sick leave

Employee's first day of sick leave and degree of absence.

Date	Degree of absence (0, 25, 50, 75, 100 %)

4.) Cause of reduced work capacity

5.) Measures taken in order to facilitate the employee's return to work.

What measures have the employer and employee agreed on? These measures may include: Adjusting working hours, adapting work tasks, adapting the physical work environment, use of technical aids, as well as mentoring and training.

6.) Follow up

Follow up on any measures taken and adjust as necessary. (1 of 3 pages to fill in as needed).

Follow-up date	Attendees	Current work capacity (%)
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Evaluation

Describe how the measures have or have not yielded the desired effect.

Conclusion

What actions need to be taken moving forward to maintain or achieve the desired effect?

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Follow up continuation

Follow up on any workplace adjustments and adjust as necessary.

Follow-up date	Attendees	Current work capacity (%)
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Evaluation

Describe how the measures have or have not yielded the desired effect.

Conclusion

What actions need to be taken moving forward to maintain or achieve the desired effect?

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Follow up continuation

Follow up on any workplace adjustments and adjust as necessary.

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Follow up on any workplace adjustments and adjust as necessary.

Follow-up date	Attendees	Current work capacity (%)
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7.) Contact with other stakeholders

Sometimes collaboration with others is necessary. For example, the treating physician in occupational health services or healthcare, rehabilitation coordinator, the Swedish Social Insurance Agency, or Health and Rehabilitation Process Leaders at Euro Accident may be important.

Stakeholder	Purpose of contact	Start date	Follow-up date	Contact person

Signatures

Employer/Responsible manager and date

Employee and date

Name clarification

Name clarification