

**INJURED EMPLOYEE WEEKLY CONTACT SHEET**

<b>GENERAL</b>	
Name _____	Department _____ Date _____
Injury _____	Supervisor _____

<b>WEEKLY CONTACT LOG (Branch Manager to contact employee weekly)</b>	
<b>WEEK 1</b>	
Status of Recovery _____	_____
Expected Return to Work Date _____	_____
<b>WEEK 2</b>	
Status of Recovery _____	_____
Expected Return to Work Date _____	_____
<b>WEEK 3</b>	
Status of Recovery _____	_____
Expected Return to Work Date _____	_____
<b>WEEK 4</b>	
Status of Recovery _____	_____
Expected Return to Work Date _____	_____
<b>WEEK 5</b>	
Status of Recovery _____	_____
Expected Return to Work Date _____	_____
<b>WEEK 6</b>	
Status of Recovery _____	_____
Expected Return to Work Date _____	_____
<b>WEEK 7</b>	
Status of Recovery _____	_____
Expected Return to Work Date _____	_____
<b>WEEK 8</b>	
Status of Recovery _____	_____
Expected Return to Work Date _____	_____
<b>COMMENTS</b> _____	
_____	
_____	
_____	
_____	
_____	

Forward to RTWF weekly