

CONNECTIONS INC

Employee Assistance Program | Employee & Family Solutions

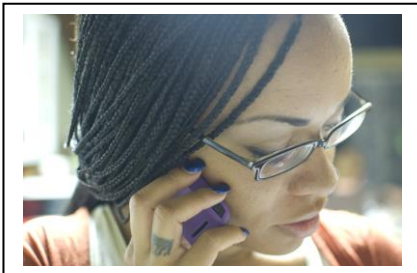
LEADERSHIP AND THE EAP

Vol. 13 No. 9

925 Westview Drive, Rock Valley, IA 51247 (712)-476-2889 or 1-800-779-6125

Sept, 2016

Feeling at a Loss



I made my first formal supervisor referral to the EAP recently.

The work

issue was minor, but the employee ended up on sick leave for four weeks. I'm reluctant to refer employees in the future because I fear losing them for so long.

It can be frustrating to lose an employee on a long leave... however, severe personal and medical problems are not always obvious at work. Although you did not expect such a prolonged absence, you did the right thing. This highly unusual long sick leave period may

indicate that an important medical issue was identified during the EAP assessment. This matter may or may not be related to the work issue upon which you based the referral. EAP referrals are fitting when: 1) You observe counter-productive behavior at work, 2) Employees self-report significant personal stress or 3) Corrective action is best served by adding an EAP referral. EAP referral paralleling discipline may enhance a career and/or help retain a valuable team member. Research demonstrates EAP users typically return as more productive, more valuable, and less likely to create a vacancy on your team. Timely consultation with management, HR staff or your EAP may give you confidence that a referral is the right thing to do!

ATTENTION: SUPERVISORS, MANAGERS, ADMINISTRATORS:

Session A: "Leadership Orientation to the EAP", is always available on the website - for new leadership employees or as a refresher course.

Each employer has their own unique user name and password for the leadership section and also a username and password for the employee section. Please check your wallet cards or contact your HR department for your username and password.

Website Information – Webinars, skill builders, articles and much more are available in the Work/Life Services site. Log in on Connections website, and you will find this site in the drop down menus under Employee or Leadership Resources. (To access webinars, continue to scroll down on the Work/Life Services opening page. All webinars are archived for later viewing.)

Leadership Orientation Schedule **Session B**

Thursday, September 15, 2016	Cherokee, IA	10:00 am
Friday, September 16, 2016	Scottsbluff, NE	10:00 am (MT)
Thursday, November 17, 2016	Sheldon, IA	8:30 am
Friday, November 18, 2016	Story City, IA	8:30 am

Please contact our office by calling 800-779-6125 or e-mailing Joy (joy@connectionseap.com) to register and for more details.
Connections Website: www.connectionseap.com

Information provided in LEADERSHIP and the EAP is for general information purposes only and is not intended to be specific guidance for any particular supervisor or human resource management concern. For specific guidance on handling individual employee concerns, consult with an EAP counselor.
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