

CONNECTIONS^{INC}

Employee Assistance Program | Employee & Family Solutions

LEADERSHIP AND THE EAP

Vol. 13 No. 12 925 Westview Drive, Rock Valley, IA 51247 (712)-476-2889 or 1-800-779-6125

Dec, 2016

Skipping Work?

My employee recently called me and said she had sought out an EAP assessment on her own and that, following the recommendation of the EAP counselor, she was entering a 28 day treatment program. How can I verify that this is a legitimate absence?

Since this treatment was initiated outside of any formal referral from the workplace,



likely no signed EAP releases exist for private medical information to be communicated to you. Rely on your human resources department or upper management for support so organization policy is consistently followed. It is courteous to remind the employee that she must make arrangements for health care provider verification of absence from work due to medical treatment (assuming continued employment is her choice.) Explain fully the

consequences of a failure to provide the needed information to the workplace. Once the appropriate release(s) of information are completed, a simple straightforward follow up with the service/treatment provider is most helpful. Often asking these two simple questions at appropriate intervals is sufficient.

1. Is ___ participating in the service or treatment which was recommended in the EAP evaluation?
2. Is ___ meeting the goals of the service/treatment?

“Yes” answers to both questions assure you your employee is motivated and in compliance with policy. Consultation with the treatment provider can be most useful to determine how long and frequently the workplace should track this information. Often, participation in “post treatment” services can similarly be tracked. Feel free to consult your EAP should further questions arise. Helpful case management information can be found at www.connectionseap.com or in a phone call to 800-779-6125.

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.

Leadership Orientation Schedule

Watch for our upcoming schedule for 2017

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