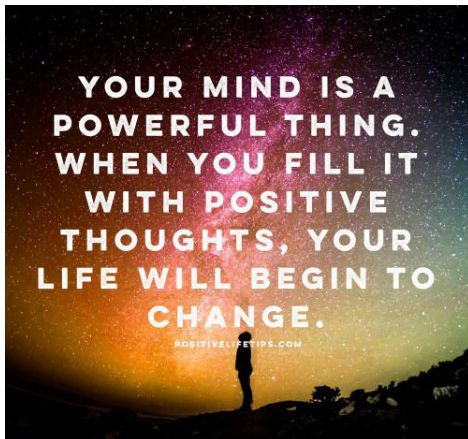




DOES THE EAP TRUMP WORK PLACE RULES

I referred an employee to the EAP, and he phoned the next day to say he was taking a two-week vacation recommended by a therapist to whom he was referred. Would the EAP override our work rules to permit time off? I can't afford to have him out.



Only what is in writing 'exists' if attendance and communication problems continue.

Your EAP operates within a protocol called the "EAP core technology" One major point of this protocol is that the EAP does not interfere with management policies and work rules. If available in your workplace, contact your HR department or team with another management person to obtain details of the guidelines for managing time off. A community mental health professional's recommendation to take a vacation does not equate to treatment for a serious medical condition. Additionally, you have only a phone call to account for this need. Carefully document the time and nature of all communication and interactions.

Always feel free to phone or email the EAP to see if they can discuss with you what they know about a recommendation for time off. A signed consent for the release of confidential information at the EAP typically allows communication with management regarding recommendations from medical professionals that affect an employee's work schedule. Often an HR staff member has ready access to paperwork such as the signed releases needed.

Leadership Development Seminars

Apr. 8, 2021 1:00pm - 3:30pm

Apr. 13, 2021 6:30pm - 8:30pm

May 13, 2021 1:00pm - 3:30pm

May 25, 2021 9:00am - 11:30am

CONTACT US TODAY:

Please contact our office by calling 800-779-6125 or e-mailing (info@connectionseap.com) for more information or register online:

www.connectionseap.com

ATTENTION: SUPERVISORS, MANAGERS, ADMINISTRATORS:

Session A: "Leadership Orientation to the EAP", is always available on the website.

Please check your wallet cards or contact your HR department for your username and password.

Website Information – Webinars are available in the Work/Life Services site. Log in on Connections website go to Employee or Leadership Resources tab to access webinars, continue to scroll down on the Work/Life Services opening page. (All webinars are archived for later viewing.)

Information provided in this newsletter 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. Copyright 1998, FHG.