



EAP LEADERSHIP RESOURCES

My employee went to the EAP. She has self-disclosed domestic abuse issues, and there are legal, financial, and child custody issues that she is dealing with. She is off work right now. I want her to take all the time she needs, but how long should I wait? What's fair? What is the EAP's role?

It is commendable that you are accommodating the employee's needs, but you will need more details regarding the amount of time she anticipates being away from work. You and your manager, along with your HR staff, must stay in close communication. Choose someone as a lead communicator, often but not necessarily, an HR staff member.

**Leadership Orientation
Training - Session B**
Watch for Up-Coming Classes

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

Ask the employee what conditions are necessary for her to return to work. There may be a need to do a supervisor EAP referral, even if the employee has used the EAP in the past. Online guidance for workplace leader-initiated EAP referrals are available at www.connectionseap.com. You may have to obtain the username (UN) & password (PW) from HR or management staff. Click 'Login' on the upper right-hand corner of the opening screen and enter UN & PW.

The Leadership opening page provides a brief introduction, click the dropdown 'Leadership Resources.' Then click on the "Formal Referral Guide" tab, it will

help you organize your referral approach, you may choose to do an 'informal', or one of the three suggested types of formal referral.

It is likely you may ask the employee to sign a release of information (guidelines again are online) and speak to the EAP, you will feel more assured and less anxious about the employee's status and return to work. Patience is important, but your organization's mission is also important. The EAP counselors also provide coaching to you if handling the situation becomes distracting or too time-consuming. In this case, call 800.779.6125 to make a self-referral and explain to our staff what you are looking for!

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.