



ATTENDANCE ISSUES AND THE EAP

My employee says he is being treated for depression by a psychiatrist, and he still continues a pattern of coming to work late. When I asked, he told me he was seeing a psychiatrist and that he had not used the EAP. How do I involve the EAP if my employee is already seeing a medical doctor and a therapist? Won't the employee resist?

Sorting out medical provider issues is not a supervisor's responsibility. A visit with HR staff and/or a phone call/email to the EAP can be a good start. Coming late to work repeatedly is a work performance problem. A formal EAP referral is based on work performance, including attendance issues and any counterproductive behavior. Your employee's work performance problem must be resolved in a manner consistent with written employee policy. A formal written EAP referral requires teaming with your HR

department staff and/or management staff. The EAP referral can be presented as part of a corrective action plan, or if work performance problems are not a serious issue, a 'good faith' EAP referral may be the desired tool. Effective referral processes, proper documentation, and appropriate communications to the workplace are all available to you from Connections at 800-779-6125 to facilitate moving forward in this situation.

Written by: Andy Visser

Leadership Orientation Training - Session B

Tuesday Aug. 13, 2024

9:00am - 11:30am

Pre-register by:

Aug. 1, 2024

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.