



## ATTENDANCE PROBLEMS RESOLUTIONS

**I have an employee with serious attendance problems. I made a referral to the EAP. A release was signed, and I was informed he had completed the EAP assessment. My employee thanked me and reported everything is going well. Should I expect the attendance problems to stop immediately, or should I give it some time?**

You should expect a complete resolution of the attendance problem the next time your employee is due to be at work! Attendance problems are a work performance issue and must be corrected as soon as possible. If the worker is not performing essential functions of the job such as coming to work on time, then the worker must be held accountable as per your written employee policies. Sometimes the recommended follow-up to an EAP assessment/solution plan, may require the employee to miss work for specific periods of time. Such specific accommodation, within

particular time frames, maybe granted by an employer. Again, specific ‘release of relevant health care information.’ signed by the employee allows you, the employer, to be informed of specific times when absence from work would be appropriate.

Written by: Andy Visser



**Leadership Orientation  
Training - Session B**  
Watch for Upcoming 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](http://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.)

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