

Checklist: Supporting Employees Covering for a Peer on Leave

Before the Leave Begins

- Identify key responsibilities that will be redistributed.
- Clearly communicate expectations and timelines.
- Provide necessary training or documentation.
- Ensure access to tools, systems, and contacts.
- Acknowledge the additional workload and express appreciation.

During the Leave

- Maintain regular check-ins to monitor workload and well-being.
- Adjust priorities or deadlines as needed.
- Encourage use of time management and stress-reduction resources.
- Provide support from leadership or temporary staff if possible.
- Recognize contributions in team meetings or communications.

After the Peer Returns

- Publicly thank employees who covered responsibilities.
- Offer a debrief session to discuss challenges and lessons learned.
- Provide recovery time or flexible scheduling if needed.
- Solicit feedback on the coverage process.
- Incorporate feedback into future leave planning.

Ongoing Support

- Offer resilience or wellness training.
- Encourage cross-training to build team flexibility.
- Promote a culture of appreciation and shared responsibility.
- Recognize and reward adaptability and teamwork.