

Maintaining wellness in the workplace while employees are on leave

Best Practices

Plan for the unexpected



- **Anticipate longer leaves of absence:** Be prepared to have the resources and support needed to cover for leaves that last longer than expected.
- **Document roles, responsibilities, processes and procedures in advance:** Documentation ensures efficient workflows while preventing confusion and disruptions.
- **Cross-train the team:** When appropriate and available, this option can make the transition more seamless. It empowers everyone and gives them the knowledge to better support the team.

Use consultative analytics



- **Stay up to date on leave of absence changes:** Rules and regulations around paid leave of absence continue to change. Take time to familiarize yourself with the current updates and how they impact your department and organization.
- **Regularly assess staffing, location and budget:** With paid leave and time away continuing to expand, reset or set expectations that you will always have XX% of people out at any one time.

Build a standard approach/toolkit



- **Adjust workflows and workloads:** Reassess timelines by considering the additional work and how it will be measured. Delegate work from leaders when absence is expected or unexpected. Notify impacted stakeholders inside and outside the department and how they will be impacted.
- **Schedule regular touchpoints:** Communicate with the team regularly and check in with the worker(s) who are covering for the person out on leave. Make sure they feel supported.
- **Recognize the team:** Utilize rewards, resources, etc. that are available to support the worker(s) covering for the employee (overtime, additional PTO, ERG's, EAP, resiliency tools, apps, flex time).



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