



CREATE A SUPPORTIVE WORKPLACE

A manager's guide to supporting
employees affected by cancer

When your employee finds out he or she has cancer, their world is going into shock. It's difficult to concentrate and think about anything other than the diagnosis. And their worries are very real:

- Am I going to survive this disease?
- What treatments will I need and will I have side effects?
- How will this affect my family?
- How much should I tell my manager and my co-workers?
- How will it affect my job and my finances?

Use the following information to help you support your employee through this most difficult time.



WHAT TO KNOW

- Most people are in a state of shock when they receive a cancer diagnosis
- No two people respond the exact same way to a cancer diagnosis or treatment
- Work=Normalcy: Many employees want to continue working during treatment, if they are able
- Know your company's policies regarding time off and scheduling flexibility
- Be familiar with your company's health care benefits
- Be familiar with the Americans with Disabilities Act (ADA) and the Family and Medical Leave Act (FMLA)



WHAT TO DO

- Let your employee initiate the conversation about her/his condition (even if you are aware)
- Confirm your support
- Let your employee relate their situation in their own way
- Maintain confidentiality
- Be flexible with accommodating their workload and schedule
- Let her/him know that your door is open to them for further conversations about their situation



WHAT NOT TO DO

- Don't blame your employee for the impact their illness will have on your company or department's work
- Don't break their confidentiality by telling colleagues or their peers that the employee has cancer or even a disease or illness



RESOURCES FOR EMPLOYEES & MANAGERS

- Your company's benefits on the Work Stride website
- Managers section on the Work Stride website
- Your oncology nurse navigators
- Your company's Human Resources office