

Top tips for supporting an employee who is off sick with a mental health problem

Send a thoughtful gift or message as you would with a physical health problem

Reassure the employee that your workplace will support them whilst they are not at work, and that their return to work will be supported and gradual

Explain your workplace sickness and return-to-work policies and ask them if they need any support in understanding the processes

Ask how **THEY WANT** to be communicated with during their absence – reassure them that you are happy to keep in touch in whatever way best suits them

Agree how often they would like to be contacted and confirm this in writing, ensuring that relevant work managers are notified

During your regular check-ins ask how they are doing and focus conversations on their wellbeing

Agree with the employee what information they would like shared with colleagues, and with who/when they would like it shared

Consider visiting the employee whilst they are away from work, but only with their consent

Reassure the employee that you have an open-door policy where they can talk to yourself, or other managers if they have any concerns or worries whilst away from work or when they return

Keep the employee in the loop about important work developments, so they feel connected

