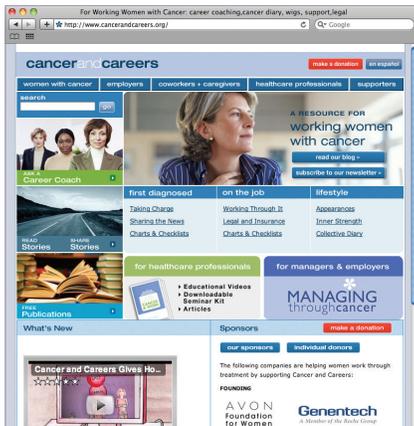


# ADVICE FOR MANAGERS OF EMPLOYEES WITH CANCER

## CREATING A CLIMATE OF SUPPORT



As a manager, at some point, you may have an employee diagnosed with cancer. Your employee with cancer could feel it is an important part of his/her treatment to have support from you. Some will be direct in expressing their needs and others may just need a simple question from you, such as “Am I doing all I can for you?”

Below are some helpful insights from HR experts on developing strategies to have a more engaged employee while they go through treatment for their cancer:

### KEEP THE EMPLOYEE FEELING “IN THE LOOP”

If you and the employee feel it is appropriate, arrange for someone to send the employee newsletters or newsy emails if he/she has been off on medical leave. And hopefully you, as a manager, have been able to stay in touch by phone or email once a week, the standard advice offered by HR experts.

When your employee comes back to the office full time, it could be helpful to take some time to sit down with he/she and get him/her back up to speed on what’s been happening during his/her absence.

You might call a brief meeting or do a one-on-one session. Welcome the employee back and fill him/her in on current events at the office.

### SUGGEST A PRIVATE AREA FOR THE EMPLOYEE TO MAKE CALLS TO HIS/HER DOCTOR

Getting the results of tests isn’t easy. An employee may be ecstatic if it’s good news but may be tearful if it’s bad. Either way, it could be comforting to hear such news in private.

### WORK WITH YOUR EMPLOYEE TO MAKE SURE HIS/HER WISHES ON DISCUSSING THEIR HEALTH ARE RESPECTED

Some employees will come back eager to share personal war stories and triumph over cancer. Others will be close-lipped and just want to get on with a normal work life. If you can’t read your employee—whether he/ she wants to divulge details or be discreet—you may want to ask.

### PROVIDE AN OUTLET FOR YOUR EMPLOYEE TO TALK

Acknowledging that an employee with cancer has an ongoing need to talk to someone is vital, too. An employee may not be comfortable talking to you, his/her manager, so be prepared to link him/her up with someone in HR or another coworker with whom he/ she has a trusting relationship.

### COMMUNICATE YOUR EMPLOYEE’S WISHES TO THE REST OF THE STAFF

Talk to your other employees so they can help make it a smooth transition. If you have an employee who doesn’t want to be asked about his/her medical status, help other employees understand this. It could be as plain and simple as: “This person doesn’t want to be asked every day, ‘How are you doing?’”

