Tip Sheet Preparing for Leave – Elder Care

Research

Research as much as you can about the Family Friendly Work Options for New Parents. You may want to do this as early as you can.

You should also research your benefits under the FMLA Policy. If you need to speak with someone regarding family and/or medical leave, contact Employee Relations at (404) 727-7625. For specific questions regarding leave options, you may also want to consult with your supervisor or your local HR Representative. Please note that the WorkLife Resource Center does not administer leave programs.

Instruction Manual

Create an instruction manual for the person who will handle your job responsibilities while you are out. Make this list as detailed as possible and easy to follow. Be sure to include necessary dates, times, passwords, etc. After you create your instructions, provide a copy of the manual (and review it to be sure it is understood) to both the individual covering for you and your supervisor. Keep a copy for yourself and bring it with you while you are out on leave in case you are contacted with any questions.

Finalize Leave Plan

Decide on your leave date and discuss it with your supervisor and Human Resources. Be sure to keep them up to date if your dates change.

Open Line of Communication

Keep the lines of communication open with your boss and co-worker covering for you. Let your supervisor know if you will be out of the office while preparing to go on leave.

Confirm Elder Care Plans

Research and confirm care giving responsibilities and plans prior to leave as much as possible. This can be very time consuming and stressful. Starting the planning process prior to taking leave may not be successful as you may run into glitches such as waiting lists for nursing homes or financial considerations.

Educate Yourself on Resources for Aging Adults

The WorkLife Resource Center provides information and resources to educate you on issues facing aging adults. In addition, you can contact our Work-Life Resource & Referral Service at BrownRichards & Associates.