



MANAGING MENTAL ILLNESS IN THE WORKPLACE – MANAGER CHECKLIST

The following checklist contains issues you as a manager should consider and, whenever appropriate, action.

Issues for Consideration	Action Required Yes/ No	Details
The employee		
Protect your employee's need for privacy		
Stress the importance of work/life balance. This includes regular exercise, relaxation, and diet		
Understand your employee's strong need to have job security.		
Endorse, where possible, request for flexible working arrangements such as part-time work, job-sharing, and working from home		
Explore leave entitlements and accrual		
Draft a new PD with your employee if their illness have resulted in changes to their role and responsibilities		
Suggest resources to your employee, such as the Adviser to Staff or EAP.		
Show that you have an understanding of what they are going through by sensitively sharing your experiences of mental illness (if relevant)		
The team		
If relevant, decide how the team will cover the absences of the employee		
If relevant, consider how you will manage the team's reaction to increased workloads		
If relevant, use regular team meetings to assess how team members are coping with increased workloads due to any absences		
Develop an information strategy, in partnership with your employee, for informing team members about their situation. This will avert the risk of gossip and social isolation		
Show that jokes about mental illness will not be tolerated		
Demonstrate mental illness competency by supporting and promoting mental health awareness		
Yourself		
Make sure that you take care of yourself by having a healthy work/life balance. This includes regular exercise, relaxation, and diet		
Take time to learn about the mental illness in question: it will give you a better understanding of what your employee is going through		
Identify a trusted friend that you can talk to about any issues at work. Remember to keep your employee's confidence		