



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 | | |