Appendix 3

***Checklist for Managers***

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Status | Staff Responsible | Date for Completion |
| I am aware of who is responsible for overseeing the development and implementation of the Cancer and Chronic or Serious Illness Policy (or equivalent) within the organisation. |  |  |  |
| I understand my organisation’s legal obligations when it comes to sick leave and labour protection of an employee with a disability or chronic disease (including cancer). |  |  |  |
| **In the instance of an employee being diagnosed with cancer** I have agreed with the employee how to best to communicate with colleagues about their absence from the workforce.  |  |  |  |
| I have made the necessary arrangements to temporarily cover the employee’s tasks in their absence. |  |  |  |
| I have kept in touch with the employee (via their preferred communication channel). |  |  |  |
| I have agreed a return to work plan with the employee.  |  |  |  |
| I have made the necessary and requested accommodations for the employee to come back to work (e.g. phased return, relevant equipment etc). |  |  |  |
| I have scheduled designated meetings to catch up with the employee and a member of HR (if relevant). |  |  |  |
| I am aware of wider emotional supports available for the employee and colleagues (e.g. the Irish Cancer Society). |  |  |  |