

Communicating my health needs with my Employer or Supervisor

Who/What/When/Where + How

****THIS DOES NOT APPLY TO EMERGENCY SITUATIONS WHERE YOU NEED HELP IMMEDIATELY****

Who do I need to speak with: The person who needs this information is someone I need to report to when I am at work, such as my supervisor or my employer. Importantly, the person who needs this information is who I would contact if I can't come to work.



<ul style="list-style-type: none">• Direct supervisor• My employer• Other?	<ul style="list-style-type: none">• One of my co-workers• Someone I know from another job• Other?
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I need to speak with: _____

How do I communicate with this person: Determine what is the expected mode of communication with this person in this situation. It may be helpful to check a personnel handbook if I have one about this type of workplace expectation. Examples of communication modes are:

- In person (if I am at work when I start to feel unwell)
- Phone call
- Text
- Email

I will use the following mode of communication: _____

What do I say: If I am speaking with this person directly, such as in person or on a phone call, here are some examples of how I can start the conversation.



<ul style="list-style-type: none">• Can I talk with you?• Do you have a minute to talk?• I want to let you know I ____• Other?	<ul style="list-style-type: none">• I'M NOT COMING TO WORK!• I CAN'T COME TO CLASS!!• Other?
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I will start the conversation by: _____

What do I share: Basic information about my health and that I will not be able to be at work.



<ul style="list-style-type: none">• I'm not feeling well• I'm going to the doctor/medical office• Other?	<ul style="list-style-type: none">• I HAVE TO GO HOME NOW!• I CAN'T STAY HERE!• I THINK I HAVE COVID!!• Other?
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Things I can share:

What I can say in an email or text:

Example of a text or email I could send: Hi (insert supervisor's name), I'm not feeling well and won't be at work (add when you will be absent from work).

What I will say in a text or email:

When do I talk with this person: If I am at home, I can contact my employer or supervisor by phone, text or email. I can follow the typical rules or expectations that have been set in place for being absent from work. If I am at work, I can ask to speak with my supervisor when they are not actively busy.



<ul style="list-style-type: none">• The person is working on paperwork• The person is walking by me• The person is in his/her office alone• Other?	<ul style="list-style-type: none">• The person is talking on the phone• The person is talking with someone else• The person is in a meeting• Other?
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When I will talk with this person: _____

Where is a good place to talk with this person: A quiet place that we can hear each other and we can have some privacy



<ul style="list-style-type: none">• An empty, quiet space• My supervisor's office• Other?	<ul style="list-style-type: none">• In a place where there are a lot of people around (coworkers, customers, etc.)• Other?
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Where I will talk with this person: _____

Your employer or supervisor may ask for more information. It is important to listen to their questions. If you are unsure how to answer their questions, you can let them know you will get back to them when you have more information. This may be another good time to check with your employee handbook if you have one about what further information they may need. If you do not have one, or you are unsure what to share, you might want to talk this over with your trusted person