



Appendix I – Workplace & Benefits Support Toolkit

Employee Crisis Support Checklist

- ☐ Notify employer
- ☐ Request benefits review
- ☐ Review disability options
- ☐ Explore caregiver leave
- ☐ Request flexibility
- ☐ Confirm EAP access

Employee Support Email Template

Subject: Request for Support During Family Medical Crisis

Hello,

A significant medical situation has emerged within my immediate family, and I am currently providing caregiving support.

I would appreciate the opportunity to discuss available supports, workplace flexibility, leave options, and employee benefits.

Thank you for your understanding and support.

Sincerely,

Manager Conversation Guide

Ask

How can we support you?

Clarify

What flexibility would help most right now?

Review

Benefits, EAP, leave options, accommodations.

Follow-Up

Schedule regular check-ins.