



Appendix L: Workplace Caregiver Support Templates

Template 1: Caregiving at Work

Power of Attorney & Family Support Policy

Purpose

We support employees who are caregivers or have assumed Power of Attorney responsibilities.

This policy provides clear options and a straightforward process for accessing support during periods of acute need.

Eligibility

Any employee:

- Providing significant caregiving support
- Acting as Power of Attorney
- Supporting a family member experiencing illness, injury, or medical crisis

Support Options

Depending on operational requirements, support may include:

- ☐ Flexible scheduling
- ☐ Hybrid or remote work
- ☐ Temporary workload reprioritization
- ☐ Paid leave options
- ☐ Unpaid leave options
- ☐ Employee Assistance Program access
- ☐ Mental health support
- ☐ Caregiver resources

How to Request Support

Step 1: Email manager and Human Resources.

Subject:

Caregiving Support Request

Step 2: Provide:

- Brief description of situation
- Anticipated duration (if known)
- Requested supports

Step 3: Schedule a weekly check-in.

Review Process

- ☐ Initial response within two business days
- ☐ Review every two to four weeks
- ☐ Adjust based on changing needs

Key Contacts

HR Contact: _____

Benefits Contact: _____

EAP Contact: _____

Template 2: Flexible Work During Medical Crisis

Purpose

Provide short-term flexibility while maintaining continuity of work.

Suggested Work Structure

Core Hours: 10:00 AM – 1:00 PM

Flexible Hours: Outside core hours as capacity allows.

Weekly Check-In

15-minute manager meeting.

Review:

- ☐ Priorities
- ☐ Workload
- ☐ Capacity
- ☐ Risks

Temporary Adjustments

- ☐ Task reprioritization
- ☐ Deadline adjustments
- ☐ Reduced participation in non-critical meetings
- ☐ Temporary project reassignment

Communication Guidelines

Use:

RISK:

in subject lines when deadlines may be impacted.

Weekly update format:

Completed _____

In Progress _____

At Risk _____

Review Period

Initial arrangement:

2-4 weeks

Review thereafter.

Template 3

Manager 15-Minute Huddle Guide

Acute Caregiving Onset

1. Acknowledge

“Thank you for telling me. I’m sorry you’re dealing with this. We’ll focus on supporting you through the next few weeks.”

2. Identify Critical Work

“Let’s identify the most important priorities for the next two weeks.”

3. Choose Supports

- ☐ Flexible schedule
- ☐ Remote work
- ☐ Workload adjustment
- ☐ Temporary reprioritization

4. Share Benefits Snapshot

“Your benefits include supports that may help. I’ll send the details after this meeting.”

5. Establish Communication

Weekly check-ins.

Use:

RED

for urgent changes.

Manager Huddle Notes

Employee: _____

Immediate Priorities: _____

Supports Activated: _____

Next Check-In:

Template 4: Employee Caregiving Support Request

Subject:

Caregiving Support Request

Hello [Manager] and [Human Resources],

I have become the caregiver and/or Power of Attorney for a family member and expect the coming weeks to be unpredictable.

I would appreciate consideration for the following supports:

- ☐ Flexible work arrangements
- ☐ Core availability hours
- ☐ Weekly prioritization meetings
- ☐ EAP and caregiver support resources

Thank you for your support and understanding as I balance caregiving responsibilities and ongoing work commitments.

Sincerely,