

A man with short grey hair, a goatee, and black-rimmed glasses is sitting at a desk. He is wearing a blue and red plaid button-down shirt. He is looking directly at the camera with a slight smile. Behind him is a large window with a black frame, showing green foliage outside. The scene is brightly lit with natural light.

Supporting Employees Through Leaves of Absence

Introduction

A leave of absence allows an employee to take time off work for an extended time to address various life circumstances. Common reasons for leave include illness, personal or family issues, mental well-being, caring for newborn children, and personal development. A leave is often a challenging period for the employee taking time off and remaining team members, who may be called upon to handle additional workload and responsibilities. As a manager, it's important to show compassion for your team in these instances and also have a plan to sustain performance without hindering work/life balance or morale. Here are some tools and skills you can use to best support your employees during a leave of absence.

How to Support Your Employees Through Leave

Be empathetic and understanding

An employee taking a leave of absence may be going through a difficult time. Be empathetic and nonjudgmental, and let them know you are there for them.

Ensure a smooth transition

Before an employee goes on leave, have a plan to cover their workload to prevent work-related stress in their absence.

Provide needed support

Help your team find a new balance when an employee is away on leave by pitching in and helping on projects where needed.

Take care of yourself

Make space for your own emotions, build resilience, and use available resources.

Nurture psychological safety

Encourage team members to present different ideas without judgment and speak up if there is disagreement. Communicate in ways that foster a sense of psychological safety by being appropriately transparent, consistent, open, and empathetic.

Have regular mental health check-ins

Check in on your team members' well-being regularly and consider making mental health conversations part of team or one-on-one meetings.



Be patient

When employees return from leave, they may need time to adjust to their work schedule and responsibilities. Be patient and understanding as they get back up to speed.

Continue professional development conversations

Employees returning from leave may worry that taking time off will set back their career advancement. Check in with employees upon their return to discuss career growth and support development areas.

Remind your team about available resources for support

Remember, you are not your team's only source of support. Don't hesitate to remind your team about Modern Health and other available well-being benefits.



Start for free today!

Scan this QR code. Or go to my.modernhealth.com

Questions? help@modernhealth.com



Modern Health Resources

Modern Health has a variety of resources to support you and your employees through leaves of absence.



One-On-One Support

Modern Health can match you and your employees with a care provider. Providers can address mental health concerns related to navigating transitions, processing difficult emotions, career development, and well-being.

[Get matched with a provider today!](#)



Circles

Circles are live and pre-recorded video-based group sessions led by Modern Health therapists or coaches. You'll walk away from each session with skills to navigate challenges that may impact you at work, at home, or in your relationships. Check out our [Circles page](#) to explore upcoming sessions focused on important well-being topics, including challenges in the workplace.



Self-Guided Digital Resources

Courses

- [Building Resilience Through Knowing Ourselves](#)

Programs

- [Preventing Burnout in Team Members](#)
- [Boosting Team Effectiveness Through Boundaries](#)

Meditations

- [Ready to Complete a Task](#)
- [How to Address Burnout with Self-Compassion](#)

Guides

- [Work/Life Balance Action Plan](#)
- [Creating Inclusive Team Environments](#)

