

## TRANSITION PLAN

Prepared on:

Last updated:

Prepared by:

**Employee:**

Supervisor:

HR contact:

Other:

### PRIVACY

To whom does this employee wish to disclose his or her cancer diagnosis?

**No one**

Specify:

*Learn about privacy laws.*

## EMPLOYEE RESPONSIBILITIES

List the employee's essential and non-essential job responsibilities in detail. Then, indicate how they will be handled.

Task/responsibility

How will it be handled?

*Learn about essential job functions.*

## ACCOMMODATIONS

Indicate which accommodations will be made for this employee.

<b>Accommodation</b>	<b>Comments</b>
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Paid time-off

Leave-sharing

Flexible hours

Part-time work

Telecommuting

Job restructuring

Reassignment

Leave of absence

*Learn about possible accommodations.*

## KEEPING IN TOUCH

If working part-time, flex-time and/or from home, specify when and how this person will check in.

With whom?

How often?

For what?

Other instructions

*Learn about assigning a point person.*

## WORKING FROM HOME

If working from home, please indicate how the employee will handle the following:

Access to voicemail

Access to email

Access to other systems

Equipment

*Learn about telecommuting.*

## EMPLOYEE WORK SCHEDULE

Write down the hours this employee works in the left column (e.g. 8am, 9am, etc.). Then below each day, indicate if—during those hours—the employee will be **onsite** (in office), working from **home**, or **unavailable**.

Dates: -

Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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## EMPLOYEE RESOURCES

### GENERAL

- Cancer and Careers
- Journey Forward: Guiding Survivors as They Move Ahead
- Help for Cancer Caregivers
- NCCS Cancer Survival Toolbox

### INSURANCE

- A Guide to Insurance
- National Cancer Legal Services Network
- Cancer Legal Resource Center

### LAW

- ADA National Network (Hotline: 1-800-949-4232)
- All ADA-related publications
- The ADA: Your Responsibilities as an Employer
- Q & A about Cancer in the Workplace and the Americans with Disabilities Act (ADA)
- The ADA Amendments Act of 2008
- ADA home page
- The ADA Basic Building Blocks Course
- FMLA web page
- FMLA compliance guide
- FAQ About Portability of Health Coverage and HIPAA
- Health Information Privacy
- Understanding Health Information Privacy
- Society for Human Resource Management
- FAQ about COBRA Continuation Health Coverage
- About the Affordable Care Act
- About Health Care Reform
- About the Genetic Information Nondiscrimination Act (GINA) of 2008

### ACCOMMODATIONS

- Job Accommodation Network (JAN)
- Employer Assistance and Resource Network
- Great Tools for Telecommuting

### SIDE EFFECT MANAGEMENT

- Working with Chemo Brain
- Radiation Therapy and You: Support for People with Cancer
- Chemotherapy and You: Support for People with Cancer
- Radiation Therapy Effects
- Chemotherapy Effects

### CO-WORKERS

- How to Be an Effective Point Person
- When a Coworker Has Cancer: What to Do - and Not Do

### CAREGIVERS

- Caregiver Action Network
- Help for Cancer Caregivers
- Support for Caregivers