

Supporting Carer-Workers: Checklist for Carer-Employees

This checklist can be used by carer-workers who are considering approaching their supervisor or manager at work to request workplace arrangements. Fill out each of the boxes to the best of your ability:

Task	Not Completed	Moderately Completed	Completed	N/A	How can you aim to achieve this task? (If not completed)
1) Find out what programs are available through Human Resources in your workplace. If you belong to a union, find out what benefits or programs are offered.					
2) Find out about leave & other support available through the Federal & Provincial government					
3) Find out about services and programs available in your community					
4) From the list above, create a written plan/proposal of potential workplace arrangements					
5) Approach your supervisor for a meeting (during a calm or slow time at work) to discuss these potential workplace arrangements					
5ii) At the meeting, propose a trial run with regular check-ins, within a defined time window (i.e. 6 weeks)					
5iii) Once you've agreed on a plan, document it in writing and give a copy to your supervisor					
5iv) If your caregiving situation changes, revisit the plan with your supervisor					

Please identify two of these tasks you would like to prioritize in the next three months:

1. _____
2. _____

For more information, please consult the FREE Carer Organizational Standard at www.csagroup.org/article/b701-17/ OR VISIT <https://ghw.mcmaster.ca/>.