

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.

Accommodation	Comments
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Paid time-off	
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Leave-sharing	
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Flexible hours	
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Part-time work	
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Telecommuting	
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Job restructuring	
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Reassignment	
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Leave of absence	
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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