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## WORK IT OUT: THE ESSENTIAL QUESTIONS TO ASK ABOUT WORK

### Returning to work

We've created this work it out tool so you can find just the information you need about work issues at every stage of your cancer journey. We hope that using the tool will boost your confidence and inspire you to deal with any workplace issues you have.

#### The important bit:

Please use the tool as a flexible guide because not all questions will be relevant to everyone. For example, not everybody living with and beyond cancer will need to take time off work or will experience problems in the workplace. And your issues will vary depending on your individual circumstances.

#### Further information

We hope you'll find this resource useful. Hang on to it for reference.

If you'd like to know more, or if you have questions about work and cancer that we haven't covered here, you can find us online at [macmillan.org.uk/work](https://www.macmillan.org.uk/work)  
Or speak to us over the **Macmillan Support Line** on **0808 808 00 00**.

#### How to use this tool

The work it out tool features a range of questions you may need to ask at different points along your cancer journey.

We've divided the questions into four categories, each representing a different work-related stage:

1. Initial work issues and absence from work
2. Preparing to return to work
3. Returning to work
4. Not returning to work

And then we've sub-divided each category into three topic areas:

- Health
- Finance
- Work

We've indicated who you should ask each question, for example your line manager, GP or oncology team, by ticking the relevant boxes beside it.

You may need to ask some of the questions earlier or later than we've said in the tool. Just pick and choose the questions and the times to ask them that best suit you.

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## WORK IT OUT: RETURNING TO WORK\*

Topic area	What do I ask?	Who do I ask? **							
		Oncology Team	GP	Occupational Health	Line Manager	HR	Advisory Services	Charity/ Support group	Union
Health	How many follow-up medical appointments will I have to attend during working hours? How flexible can you be on timing?	✓	✓						
	Cancer can have a long-term impact on emotional wellbeing. How can we work together to reduce the risk of this causing me to take time off work?	✓	✓	✓	✓	✓		✓	
Finance	Can I have paid time off to attend follow -up medical appointments?				✓	✓			✓
Work	Can we review any temporary changes to my work together?			✓	✓	✓			✓
	How can we best minimise my exposure to infection? This may mean my avoiding close contact with colleagues, working from home or doing non-interpersonal tasks when my resistance is lowest.	✓	✓	✓	✓	✓			
	Can I have regular breaks to help me manage my side effects? (These side effects may include fatigue, pain or dietary requirements for example.)			✓	✓	✓			
	What might the implications of my cancer be for my career progression and or retirement pension?			✓	✓	✓	✓		✓

\* These questions are applicable to those who decide to work through treatment. \*\* Occupational Health may include health and safety advisers. Oncology team may include oncologists, radiologists and cancer nurses for example. Advisory services may include the Citizens Advice Bureau, Jobcentre Plus, benefits advisory services and vocational rehabilitation.

✓ The bolder 'tick' indicates the most appropriate person or group to ask in the first place.