



WORK IT OUT: THE ESSENTIAL QUESTIONS TO ASK ABOUT WORK

Initial work issues and absence from 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 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.



WORK IT OUT: INITIAL WORK ISSUES AND ABSENCE FROM 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 much time will I need to take off work for each of my treatments, for example surgery, chemotherapy, radiotherapy and hormone therapy?	✓	✓	✓					
	How will my fit note certification be managed? (Please note that the fit note replaced the sick note in 2010.)	✓	✓	✓	✓	✓			
	Which treatment side effects are most likely to interfere with my work? When will these side effects occur and how long will they last?	✓	✓	✓					
	Which support services are available to me, for example counselling, employee-assistance programmes, occupational therapy and vocational rehabilitation?	✓	✓	✓	✓	✓	✓	✓	✓
Finance	If I'm unable to work, can you tell me which benefits are available to me, for example statutory sick pay, employment and support allowance, disability living allowance and company sick pay? And how can I access this help?					✓	✓	✓	✓
	If I'm unable to work can you tell me which of my insurance and payment protection policies may be relevant?					✓	✓	✓	
	How long can I claim benefits for?					✓	✓	✓	
Work	Where can I find information on my company's policies which relate to my situation? (Your situation may involve absence management, occupational health, sick pay or the company's pension scheme for example.)			✓	✓	✓			✓
	Will I have to use my annual leave entitlement instead of taking sick leave?				✓	✓			✓
	How soon can my sick pay arrangements be confirmed?				✓	✓			
	If I take time off work what do I need to do to make sure my job's secure?			✓	✓	✓			✓

* 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.