



Appendix 1: Staying In Touch Plan

Staff Member:

Manager:

Period of Leave:

Select preferred method of contact and provide contact details:

Contact is to be made:

- Fortnightly
- Monthly
- Bi monthly
- As required according to the selections below

The staff member would like to be provided with the following information while on leave when it arises:

- Copies of staff and branch meeting minutes
- Learning and Development Opportunities
- WHoG Notices: e.g. Vacancies/Promotions/RSS Feeds
- Notification of Policies or initiatives of relevance to the staff member
- Participation in staff surveys
- Notification of staff/management changes within the area
- Invitations to social events: e.g. Xmas parties/farewells
- Health and wellbeing activities: e.g. Flu vaccinations
- Changes or restructures to work area or position duties
- Enterprise Bargaining negotiations
- Other:

Other comments (e.g. privacy requested for three weeks after having baby):

Staff member's signature:

Date:

Supervisor's signature:

Date:

Both parties agree on the above staying in touch plan. Changes are to be made as required.

Appendix 2: Methods of ‘Staying in touch’ with staff

Various organisations and departments are introducing ‘Staying in Touch Programs’ for staff on extended periods of leave. These programs are designed to provide staff with information on key changes within the workplace and aid with the transition back to work by discussing suitable working arrangements (particularly if the staff member’s work-life balance commitments have changed).

There are a number of ways to ensure that staff members continue to feel ‘connected’ to the work place while on leave, however, it is advisable that arrangements are discussed with the staff member prior to leave commencing. Staying in Touch with staff should apply in all cases unless there is a specific reason not to. Please see below some examples, methods and responsibilities of how to stay in touch:

Example	Method	Responsibility
Developing a ‘Staying in Touch’ Plan	Example provided in Appendix 3	Manager/supervisor and staff on leave
Contact (in general)	phone calls/emails/text messages	Manager/supervisor and staff on leave
Team Correspondence	Copies of staff meeting and branch meeting minutes	Manager/supervisor
Learning and Development (L&D) Opportunities	Forwarded emails/phone calls of particular staff L&D interest as indicated by staff Personal Development Plan (PDP).	Manager/supervisor
Monthly newsletters	Forwarded electronically or mail	Manager/supervisor or delegated team member
Advertising	Notices of job vacancies -promotions within the team	Manager/supervisor
New policies or initiatives	Policies or initiatives of relevance to the staff member	Manager/supervisor or delegated team member
Staff Surveys	Staff member is provided with the opportunity to participate	Manager/supervisor or delegated team member
Staff/management changes	Notification of changes to the work area	Manager
Social events	Invitations to – Christmas parties, farewells etc	Manager/supervisor or delegated team member
Health and wellbeing activities	Notification of events, for example flu vaccinations	Manager/supervisor or delegated team member
Restructures to work areas	Restructures or changes to position duties are notified to the absent staff member	Manager
Enterprise Agreement bargaining negotiations	Staff member is provided with the opportunity to receive information	Manager/supervisor or delegated team member
Cards/Postcards	Provides an opportunity for the workplace to write messages of support/congratulations for the valued staff member.	Manager/supervisor or delegated team member