

Early support at our workplace

Company name:



Operating model for early support

Our workplace has an operating model for early support. It contains instructions for situations where an employee's ability to work has decreased and they need help from their supervisor.

We use the operating model when an employee, their supervisor, or a colleague becomes concerned about the employee's ability to work.

The concern may be related to an employee's:

- work, work performance and competence
- health, ability to work, behaviour at work
- repeated or prolonged sick leaves.



How the early support process works:





1. Concern

The supervisor, a colleague, or the employee becomes concerned about their work performance, changes in their behaviour at work, or numerous or prolonged sick leaves.



2. Discussion

The supervisor brings up the issue with the employee. The employee can also talk about the situation themselves. The supervisor and employee record the issues highlighted in the discussion, so that it will be easier for them to monitor the development of the situation.



3. Solutions

The employee and supervisor come up with solutions together and agree on what kinds of support the employee needs to continue their work. These can include increasing their competence, new work arrangements, and modifying and tailoring their work. Occupational health care can also be involved in the solution process.



4. Monitoring

The employee and supervisor agree on how and when you will assess the situation next.



5. Support

If the situation is not resolved, the employee and supervisor can discuss again about the types of support the employee needs to continue their work.



Sick leaves

When an employee falls ill, they must immediately call their supervisor or other designated person at the workplace about their sick leave.

A) An employee may be absent with the supervisor's permission for days.

B) The employee needs a sick leave certificate from the first day of their illness. The employee must deliver the certificate to their supervisor or other designated person, who then stores it in accordance with the company's confidentiality guidelines.

If the employee has a dependent under 10 years of age, they may be absent from work to organise the care of their sick child.

Alarm thresholds

Our workplace has alarm thresholds in place for sick leaves, which are

When these alarm thresholds are exceeded, the supervisor discusses the situation with the employee.

Our workplace has / has not an alternative duty work model in place for sick leaves. For more information, contact your supervisor.

Responsibilities at the workplace

Responsibilities are based on labor legislation.

[More info from Finlex's website.](#)

The employer

- looks after the occupational safety and health of personnel
- appoints and guides responsible persons and describes operating models
- supports and guides all personnel and communicates about work ability-related support methods and early support practices
- manages and is responsible for working together with occupational health care and pension insurance companies
- monitors the adequacy of the measures taken and their effectiveness
- develops activities based on observations.



The employee

- works safely according to instructions and guidelines
- behaves appropriately towards others
- informs their supervisor of any work-related shortcomings, matters affecting safety, concerns they have about a colleague's actions or behaviour.





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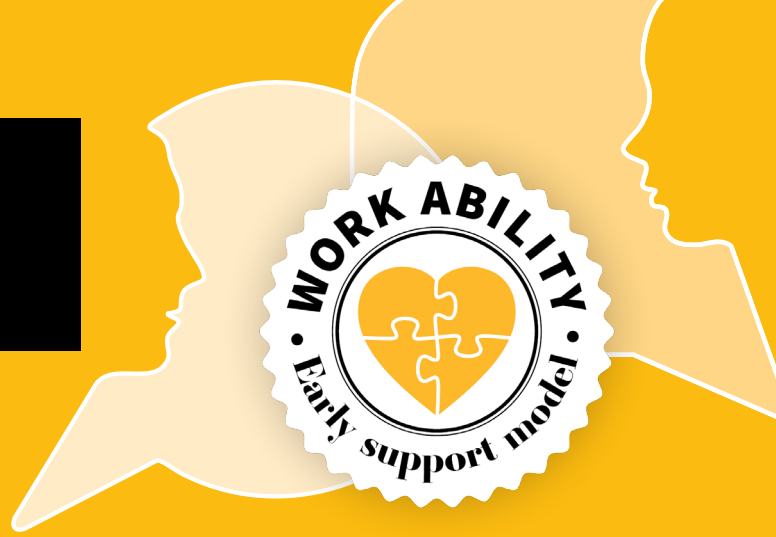
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Early support discussion form

Company name:



Appendix 1

The form is filled in by the supervisor. The discussion form is related to your workplace's early support model. Familiarize yourself with the model before the discussion.

Name of employee:

Name of supervisor:

Other participants:

Date of discussion:

The supervisor informs the employee of their key observations.

The employee is not performing their duties to the same level as before, or is not developing according to their goals.

The quality of the employee's work or their ability to cooperate has deteriorated.

The employee's colleagues are worried about the employee's ability to work.

The employee has been on sick leaves.

Other observations (for example changes to how things have been before).

Substance abuse suspicion.

Total days absent:

Period:

Discussion

The employee's view of the situation:

Jointly agreed desired result. "What helps in achieving the results? What is already working well?"

Does the work need to be tailored? : yes no

Improvements to working conditions and tools, acquiring assistive devices

Working time arrangements

Reorganisation of work tasks on a fixed-term or permanent basis

Alternative duties or reduced work

Continuing education

Mentoring or other arrangements that support on-the-job learning

Other arrangements supporting the results and performance at work

Support from occupational health care?: yes no

Agreed corrective measures, objectives and support:

Date for follow-up meeting:



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Yrityksen nimi / Company name:

Täydentävä liite / Complementary appendix

Tämä liite täydentää varhaisen tuen mallia. Kirjaa päivämäärä ja asia.
This appendix complements the early support model. Write the date and the matter.



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osarahoittama**



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