



## more information

Contact your local HR office to find your agency's EAP Administrator or search OPM's Work-Life Contact Tool available at: [opm.gov/CCLContact](https://opm.gov/CCLContact)

Additional information is available at [opm.gov/worklife](https://opm.gov/worklife)



## Tips for Work-Life Coordinators and Supervisors

### Dependent Care

Employees with dependent care responsibilities may need support during the phased return to work. These employees may need to phase back to a regular work situation at a pace that is responsive to their needs. Here are some tips for Work-Life Coordinators and Supervisors to help employees as they consider returning to work.

- **Remind employees that there are work-life programs tailored to support working caretakers.**

Utilize your Employee Assistance Program (EAP) to direct employees to a wide range of resources available to assist with the care of a child or an adult or elderly family member in need.

- **Help employees phase back to a regular work situation.**

Determine a pace that is responsive to each employee's unique needs. Have conversations among Work-Life Coordinators, Supervisors, and employees to determine the best path forward.

- **Encourage the continued application of workplace flexibilities, to include the use of maximum telework.**

Employees with dependent care responsibilities may benefit from continuing to exercise workplace flexibilities. Review [OPM's Maxi-Flex Guidance](#) for additional details.

- **Explore working with agency vendors/contractors that provide dependent care supports to the workforce to meet emerging or changing needs.**

OPM encourages agency Work-Life Coordinators to partner with their provider to respond to the workforce.

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OPM's Work-Life staff is here to assist.  
Please reach out to us any time at [worklife@opm.gov](mailto:worklife@opm.gov).