

TERMINAL ILLNESS

August 2017

Hearing the news that you have a terminal illness is probably one of the most difficult things anyone has to face in life, so it is important that you know what support is available from Royal Mail.

Where you can go for advice and support

- Coping with long term and terminal illness is often a hugely difficult, sensitive and emotional time for you, family and friends.
- If you are diagnosed with a terminal illness, your manager may be an important source of support. Being able to have a confidential conversation with them or another manager is something we would encourage so that you can discuss the options available to you.

Continuing to work

- It is quite common for employees who are diagnosed with a terminal illness to carry on working, even through treatment.
- Royal Mail will do everything it can to support you to carry on working for as long as you feel able.
- If you want to stay at work, there are a few things that you should discuss with your manager, including:
 - Any time off you will need for medical appointments or treatment.
 - Whether you wish to consider reducing your hours or applying for flexible working.
 - How your illness may affect the type of work you can do and what alternative work may be available.
 - Whether the advice of the Occupational health service is required to assist with finding suitable alternative work.
- It's important to regularly meet with your manager to discuss how you are coping with work and whether any further adjustments need to be made. There may be circumstances when adjustments cannot be met.



Absence from work

- Understandably, it's not always possible for you to continue to work, particularly if you are undergoing a lot of treatment.
- If you need to take time off work, you should agree with your manager how you will stay in contact, so they can understand how best to support you.
 - Usually weekly contact is a good option, especially if your treatment or medical appointments are regular. You should agree a contact plan with your manager
 - If you are going to be in hospital for any length of time, you may want to agree for someone else to be the point of contact for you



Helplines

First Class Support is your confidential and independent helpline - a place to turn to for support on all sorts of matters. The service is free and is available for you or your family members 24 hours a day, 7 days a week.



0800 6888 777



www.rmgfirstclasssupport.co.uk



info@rmgfirstclasssupport.co.uk

The Rowland Hill Fund offers financial aid to colleagues, pensioners and their families in times of need. Their helpline is confidential, and like First Class Support, they can be reached on:



0800 6888 777

The Pensions helpline is the best place for you to discuss any pension concerns you may have (if you are a member of the Royal Mail Pension Plan):



0114 241 4545 or 0356 603 0043



Pensions.helpline@royalmail.com

If you are a member of the Royal Mail Defined Contribution Plan, please contact the Zurich Royal Mail service team:



0800 092 8263



Royalmailserviceteam@uk.zurich.com