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Talking with other colleagues about how to respond to the grief a fellow colleague is often a positive experience. Other people in your workplace may ha

The 5 A's model was developed by the National Cancer Institute to help people quit smoking, but it is often used as a model for intervention in the hopes of bringing about behavior change. The 5 A's stand for:

Are you ready to do something to change? Can I help?

How bad is the problem and how can we help?

Make clear, specific, personalized recommendations

Help where and when you can

Refer to them to supports at work, such as your EAP, or in the community

Once you have finished talking, it may be appropriate to offer simple forms of help such as:

- Checking about basic things like eating and sleeping
- Preparing and dropping off a meal may help the person find an appetite
- Offering to take on a task such as shopping can help

People spend many hours of their lives with co-workers, and a co-worker's death can be as devastating as losing a loved one. This is both a personal and professional loss for a business.

It is important for managers to recognize the impact a death has on co-workers. Compassionate managers will find that employees benefit from being shown care, flexibility and respect for their pain.

When a manager is notified of the death of an employee, he or she should inform the staff as soon as possible. Note that some employees may find it difficult to continue to work that day.

While every organization's culture differs, there are additional things a manager can do to assist his or her employees:

- Encourage employees to express their feelings.
- Provide an "open door" policy to all staff who wish to speak about their grief.
- Encourage employees to seek outside support, including using the company's Employee Assistance Program (EAP).
- Be vigilant for any co-workers who may be having a particularly difficult time.
- If the business permits, offer flexible working hours so that employees have time to grieve.
- Be compassionate to co-workers who may be experiencing a decline in productivity and a difficult time coping.

Managers should work with human resources specialists and refer to company policy to establish protocols for responding to a worker's death, including issues such as:

- Sharing information about cause of death
- Handling emotional impacts
- Allowing time off for co-workers to grieve

Employees may want to reach out and contact their co-worker's

The death of a child is one of the most traumatic and sad events a parent can experience. If you or a loved one has recently lost a child, the following information and tips can help make the burial process go more smoothly.

If at all possible, both parents should be involved in planning the funeral and memorial services. Parents who

Social Security should be notified as soon as possible when a person dies. In most cases, the funeral director will report the person's death to Social Security. A family member needs to furnish the funeral director with the deceased's Social Security number so he or she can make the report.

Some of the deceased's family members may be able to receive Social Security benefits if the deceased person worked long enough under Social Security to qualify for benefits.

A family member should get in touch with Social Security as soon as possible to make sure the family receives all of the benefits to which it may be entitled, including the following:

- A one-time payment of \$255 can be paid to the surviving spouse if he or she was living with the deceased or, if living apart, if he or she was receiving certain Social Security benefits on the deceased's record. If there is no surviving spouse, the payment is made to a child who is eligible for benefits on the deceased's record in the month of death.
- Certain family members may be eligible to receive monthly benefits, including:
 - A widow or widower age 60 or older (age 50 or older if disabled);
 - A surviving spouse at any age who is caring for the decedent's child under age 16 or disabled;
 - An unmarried child of the deceased who is younger than age 18 (or age 18 or 19 if he or she is a full-time student in an elementary or secondary school); or age 18 or older with a disability that began before age 22
 - Parents, age 62 or older, who were dependent on the deceased for at least half of their support
 - A surviving divorced spouse, under certain circumstances.

If the deceased was receiving Social Security benefits, a relative must return the benefit received for the month of death or any later months. For example, if the person dies in July, it must return the benefit paid in August.

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