



## Tell Your Manager About Your Health



your  
heart,  
your  
job

### Telling Your Manager

Tell your manager about how your heart condition may affect your work. He or she needs to know if you have any restrictions and if additional resources need to be provided.

Talk with your doctor about getting a letter explaining your restrictions and verifying your ability to work, if needed.

Information you share with your manager is private. Go to your job's Human Resources department if you have concerns.

### Telling Your Co-workers

You can choose with whom you share your story. Telling your co-workers can help broaden your support network, allow them to be understanding and help them be prepared in case of emergency.

Congratulations on your job! You've worked hard to get this far.

Now, with a little extra effort, there are a few things you can do as you build a successful career.

Go to the U.S. Equal Employment Opportunity Commission website ([eeoc.gov](http://eeoc.gov)) if you think you are being discriminated against at work because of your health condition.



MINNEAPOLIS  
HEART  
INSTITUTE

Allina Health  
ABBOTT  
NORTHWESTERN  
HOSPITAL

Children's  
MINNESOTA



The Children's  
Heart Clinic

## Knowing Your Rights and Your Manager's Rights

You have the right to work in a safe, respectful and healthy working environment. There are several laws that protect the employment rights of people who have health conditions. The Americans with Disabilities Act and the Work Incentives Improvement Act try to ensure fairness in hiring for all people.

Know your limitations and tell your manager if you don't feel well. Give your manager a copy of your emergency plan to make sure you are supported during a medical problem at work.

Your manager expects the same of you as with any other employee, unless there are certain aspects of your job that you are unable to do because of your heart condition. He or she has a legal right to hire someone else if you are unable to perform the work required, so it is important to have realistic expectations about what you can do.

## Maintaining a Good Work-Life Balance

Balancing your work life and personal life can be a challenge. This is called work-life balance. When you have a better work-life balance, you will be happier and more productive.

Spending too much time at work can cause unnecessary stress, while focusing too much on your personal life can interfere with your work, putting your job at risk. Make an effort to separate work time from personal time to enjoy a healthy balance.

There may be times when you have to spend more time at work or change your shift to get a project done or for a special circumstance. Talk with your manager if you are feeling overwhelmed.



## Resources

There are services that may help provide you with career counseling, job training or skills, or job placement. Some websites are:

- Careerwise Education  
[careerwise.mnscu.edu](http://careerwise.mnscu.edu)
- Minnesota Employment and Economic Development  
[mn.gov/deed/job-seekers/disabilities/counseling](http://mn.gov/deed/job-seekers/disabilities/counseling)
- Resource Employment Action Center  
[resource-mn.org](http://resource-mn.org)

