



Is this Question/Concern Best Suited for HR or EAP?

Supporting employees is a dynamic experience and while there is sometimes overlap in the questions/concerns HR and EAP can address, there are many areas that clearly fall under the umbrella of support available solely through your HR or EAP. The list below is a guide for determining where to send an employee for support.

Human Resources can support:

- How to access FMLA
- Filing a complaint or grievance
- Insurance benefits
- Pay/compensation
- Short- & long-term disability
- Wellness programs
- Housing assistance
- PTO requests/time off
- Policy questions
- Reporting harassment/discrimination
- Ethical issues
- Unsafe work environment

EAP can support:

- Counseling for grief and loss
- Assessment and counseling for substance use
- Marital/relationship stress
- Financial concerns – debt management, budgeting, etc.
- Stress, anxiety, depression
- Mental health concerns
- Legal guidance*
- Coaching
- In-the-moment telephonic counseling support

* Employment law matters are out of scope.

Contact Your VITAL WorkLife EAP Today:

Call **800.383.1908**, download the **VITAL WorkLife App** or contact us [online](#).



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