TAKING LEAVE DISCREETLY · COORDINATION CHECKLIST

Planning Time Away for Detox

For the executive, or the assistant, chief of staff or EAP helping them. Keep this page private and leave medical details off it; your LDO care liaison handles those by phone.

PREPARED FOR (INITIALS) _____ DEPARTURE DATE _____ EXPECTED RETURN _____ LDO CARE LIAISON _____

	TASK	OWNER	DUE	NOTES
BEFORE DEPARTURE				
☐	Call LDO admissions with dates and insurance details			
☐	Confirm arrival date and travel plans with the care liaison			
☐	Clear the calendar for 10–14 days			
☐	Name an interim decision-maker and hand off authority			
☐	Set a neutral out-of-office message			
☐	Prepare leave paperwork with HR (no diagnosis needed)			
TRAVEL DAY				
☐	Confirm flight and car service with the care liaison			
☐	Pack: ID, insurance card, current prescriptions			
WHILE AWAY				
☐	Agree on one check-in contact (with written consent)			
☐	Hold non-urgent decisions until return			
COMING BACK				
☐	Plan a lighter first week back			
☐	Confirm step-down care (residential, outpatient or virtual)			

KEY CONTACTS

LDO CARE LIAISON _____ PHONE _____

INTERIM DECISION-MAKER _____ PHONE _____

HR CONTACT _____ PHONE _____

ASSISTANT OR EAP _____ PHONE _____

CHECK-IN CONTACT* _____ PHONE _____

*Shared with written consent only

NOTES

Your treatment information is protected by HIPAA and 42 CFR Part 2. This checklist is general guidance, not legal or medical advice.