

UNIVERSITY OF MICHIGAN HOSPITALS & HEALTH CENTERS
UMPNC & UM Management
Joint Problem Solving Meetings Related to Use of PTO or Use of No-Pay Time

When there is an identified concern regarding an employee's frequency or regularity of absences a meeting should be convened.

The purpose of the meeting is to provide an opportunity for the employee to clarify their situation, to develop a mutual understanding of the employee's issues and of the impact of the employee's absenteeism on patient care and on the worklife of other staff members, and to develop a mutual plan to minimize the use of unscheduled PTO.

Preparation for the meeting:

1. Notify Director
2. Members present should be employee, UMPNC representative and manager. (If use is related to use of no-pay time, HR Consultant must be present)
3. Have data available documenting concern (e.g. Annual Attendance report and Individual calendar). Share with employee & UMPNC prior to meeting. Present at meeting if necessary.

Identify Reason for the meeting (circle what applies on the agenda)

1. Use of PTO for partial shift request.
 2. Continuous use of unscheduled PTO.
 3. Contiguous use of Unscheduled PTO with scheduled PTO.
- Note: if issue is use of no pay time, use of the agenda specific for this issue.

Agenda to include:

Introduction including purpose/intent of PTO Guidelines and reason for meeting.

Discussion to include time for employee and manager to present.

Development of interests and options.

UMPNC & Management rank options separately and then share.

Develop plan of action based upon options that are mutually agreeable.

Next steps.

Available resources:

PTO Guidelines (UMPNC Agreement 2001, Addendum B)

UM Employee Assistance Program

Human Resources Consultant

Send copies of information to Employee, UMPNC Representative, Manager, Director, (& HR Consultant if meeting related to use of no-pay time)

