

**University of Michigan Hospital and Health Systems
Notification Letter – PSM
Unscheduled Absences**

TO:

FROM:

RE: Problem Solving Meeting #_____

DATE:

The purpose of this letter is to inform you of the need for a problem solving meeting related to your unscheduled PTO usage. The criteria for problem solving meetings can be found in the contract paragraphs 333P.3 I have requested an UMPNC representative to meet with us within the next 7 days. Any subsequent occurrences of unscheduled PTO use that occur prior to this problem solving meeting will count towards further steps of the process.

A problem solving meeting is held to provide an opportunity for you to clarify your situation, to develop a mutual understanding of your issues and of the impact of your absenteeism on patient care and on the work life of other staff members, and to mutually develop a plan to minimize your use of unscheduled PTO.

The problem solving meeting is with the employee, manager/supervisor and UMPNC representative.

Attached is a copy of your unscheduled absences for your review.

Your problem solving meeting is scheduled for_____.

Your UMPNC representative will be_____.

Please contact me for any further information or to address your questions.