



INSTITUTE FOR SOCIAL RESEARCH • SURVEY RESEARCH CENTER
SURVEY RESEARCH OPERATIONS
UNIVERSITY OF MICHIGAN

Supervisor Forum

November 12, 2019



Agenda

- Review key points from the 10/30 ISR HR training: "Understanding and Managing Absences"
- Review notes from the 9/24 workshop: "Leaders Creating a Culture at its Best" and decide on prioritization of initiatives and next steps



Managing Absences

- Presented by ISR HR
- Presenter from OIE, ADA Coordinator Christina Kline
- Presenter from Work Connections, Claims Rep Dave Bondy



Sides

- Handout of slides
- ADA and WC slides



Some Key Points

- Types of leaves—medical, non-medical
- Short term sick is 15 days (120 hours)
replenished once per year on the employment
anniversary month
- Duration types—continuous and intermittent
- Critical to keep track of intermittent time to
ensure proper time keeping



Questions...

- Should the employee keep in contact with the department during leave?

Yes—it's recommended

- Are years of service impacted by leave?

No—a leave does not impact years of service



Managing the Process

- Shared responsibility
- Supervisors should be aware of leave balances
 - Wolverine Access, Manager Desktop
 - Ops has a monthly leave balance sheet
- Leave balances are not an entitlement; paid leaves are provided in support of legitimate needs
- Absences impact budgets, production, and efficiency



Responsibilities

- On slide 5 of handout:
 - Staff member
 - Supervisor



“Casual” Absences

- ISR HR encourages every unit to have a unit-based attendance policy—who to call, etc.
- Be consistent with the policy, but some employees might need a different approach—that’s OK
- Example: absence pattern of sick on Fridays
- Address it—verbally and with write up



‘Write Up’

- Supervisors sometime feel reluctant to ‘write up’ verbal discussions, that it carries too much weight
- No—it is just a confirmation of what was verbally said



FMLA

- Qualifying reasons listed in handout (slide 7)
- Eligibility: Must have been an employee for 12 months and worked 1250 hours of service
- Need to prove; allow at least 15 days to obtain
- Return to same job or nearly identical



ADA

- About 19% of people have a disability
- Definition: physical/mental impairment that substantially limits one or more major life activities. Record of it. Perceived as having an impairment.
- We don't quibble on it.



Flexibility

- No two people are the same.
- We're human; we're not static—we're dynamic



Confirming ADA Protection

- Employer is allowed to confirm protection under ADA.
- Individual, case-by-case determination
- Examples:
 - Peanuts, general discomfort vs life-threatening reaction
 - Cancer in remission, still covered under ADA (record of having impairment)



More ADA Info

- Protection kicks in at onset of employment
- “Reasonable accommodation” unless undue hardship
- Examples of accommodations: leave, schedule, reassignment to vacant position
- Cost alone at U-M is NOT a reason for undue hardship



FMLA and ADA

- Can interact
- “Turtle shell” protection; as FMLA falls away, ADA is next.



Work Connections

- Absence of more than ten days, go through Work Connections (but can also be less than ten days)
- Work Connections doesn't manage pregnancies any more
- Supervisors need to report all work-related illness/injury within 24 hours



Work Connections

- Intermittent absences due to a chronic condition are facilitated through Work Connections
- Employees will be asked to provide documentation/doctor's info regarding amount (ex. Up to four days out due to migraines)
- ISR HR recommends re-certification once per year as a minimum



Confidentiality

- Don't ask medical questions (for example: What's wrong? What is your diagnosis?)



Helpful Handout

- ISR HR Absence Reference Guide
- Types of leave, SPG, Applies To, Duration, Eligibility, Documentation, Return to Work, Pay Status, Impact on Paid Time, ISR-Specific Guidance



BOTTOM LINE

- Don't feel like you have to have the answer right away; you should feel empowered to 'put a pin in it' to get the right info for the employee.



Notes from Workshop

- Handout from facilitator
- Dimensions:
 - Physical, Occupational, Emotional/Mental, Financial, Social, Environmental
- ‘Not categorized’
- Prioritization and next steps



Upcoming Supervisor Forums

- Key points from the ISR HR Recruitment series in Nov/Dec
- Navigating Change Workshop
- Mindfulness
- Positive Emotions in the Workplace (Part II of the workshop)



Your Supervisor Forum Committee

- Wen Chang
- Lloyd Hemingway
- Nicole Kirgis
- Eva Leissou
- Ryan Neice
- Vivienne Outlaw
- Genise Pattullo



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