



Henry Ford College

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May 28, 2019

TO: Kim Kaier, HFCC-SSA President

RE: Change of Practice – Article 17

Ms. Kaier,

This notice is to inform you in advance of a change in current practice. It was recently brought to our attention that SSA members have had absences excused based on medical documentation which, under Article 17 of the HFCC-SSA 2016-2020 contract, should not have qualified the absences as excused.

Article 17 defines excused absences as follows:

- a. Work-related injuries.
- b. Excused/authorized absences for vacation, jury duty, personal business, leave of absence, holidays, bereavement leave, and disciplinary suspensions.
- c. Illnesses or disabilities resulting from a heart attack, broken bones, surgery, life threatening conditions, or illnesses requiring hospitalizations.
- d. Medically directed and documented absences of four (4) or more. Such documentation must include dates of absence, prognosis, and have a physician's signature (no substitutes).
- e. Upon request from an employee and by mutual agreement between the Association and the College, exceptions to the absence program limits may be granted. Such requests shall be made within thirty (30) days of returning to work.
- f. Up to sixteen (16) hours of doctor, dental or vision appointments for the employee or for the employee's dependent children or spouse, provided the supervisor is informed at least 24 hours in advance of the appointment and that the employee provides the Office of Human Resources with a note from the caregiver confirming the employee's presence at the appointment.
- g. Family Medical Leave Act (FMLA).

Article 17 defines unexcused absences as follows:

- a. Common illnesses including but not limited to a cold, the flu, or sore throat.
- b. Time taken for doctor's appointments in excess of sixteen (16) hours annually or when less than 24 hours prior notice is given to the employee's supervisor.
- c. Absences which show an ongoing pattern, such as Mondays and Fridays, days after a holiday or absences during previously designated "critical times" in a department.
- d. All other absences.

Effective July 1, 2019, the Office of Human Resources will adhere to the above contractual guidelines. Medical documentation that does not comply with the above language which defines an excused absence will not qualify an absence as excused. Medical documentation verifying employees were seen for common illnesses such as cold or flu will not qualify an absence as excused. Medical documentation verifying only that an employee was seen by a medical professional will also not qualify an absence as excused.

As a reminder, all medical documentation should be addressed to Ms. Tiffany Webster – Benefits.
Documentation can be sent electronically to Tiffany at tlwebster1@hfcc.edu.

Sincerely,

Reuben Brukley, Labor Relations Manager
Office of Human Resources, Henry Ford College

CC: Linda Torbet, Assistant Director of Labor Relations
Tiffany Webster, Benefits Administrator

Kimberly How 5/28/19