

# NEWSLETTER

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## Medical Leave Requests

Employees may share and request time off/leave of absence due to medical reasons.

While employees may be covered under different leave of absences such as Bee Line's Medical Leave, FMLA and/ or other LOA's, as a responsible employer and management team, we must provide the employee with tools, information, and resources for their request as soon as the employee shares their need of leave.

Medical Notes and accommodation requests must be sent to HR immediately. HR Team will provide guidance and assistance on next steps. HR is available to review cases, follow up and provide you with the necessary guidance.

We must ensure effective communication between employees, management team and HR.

## OVERBUDGET OFFENDERS

Overextending scheduled budget hours without prior authorization or without a valid reason may result in disciplinary action up to and including termination. Management must investigate, address and follow up with employees overextending their work schedules.



## TIME OFF REQUESTS IN ADP

We are happy to announce time off requests will be available via ADP mobile app by 04/15/2024. Employees can view time off balances and now have the capability to request time off in the app. We will review process on Wednesday 04/03 in Chicago office and Thursday 04/04 in Schaumburg office. Please attend both sessions.





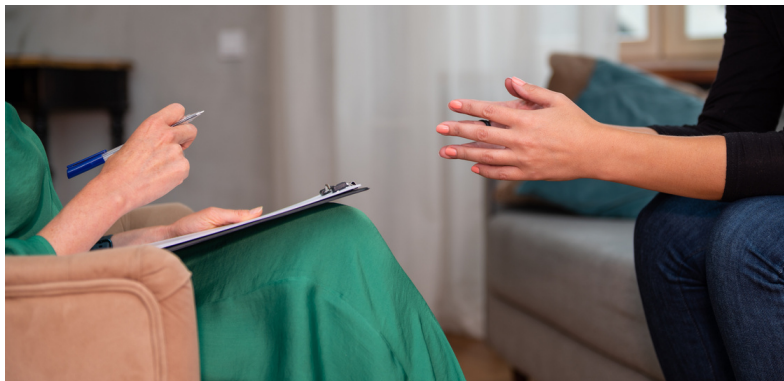
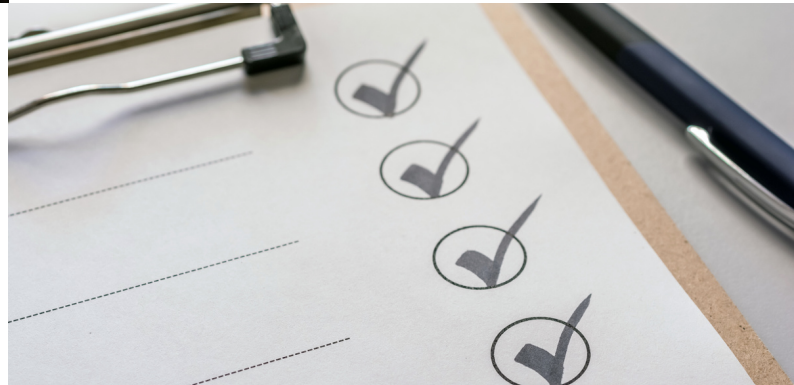
**SHRM Resources**



*Documenting employee actions & behaviors* is a vital responsibility for managers. Documenting establishes a record of employment actions taken and the reasons for the actions. Memories fail, managers move on, and other circumstances change. Documentation informs employees of expectations and the consequences if they do not meet expectations.

### *Effective Documentation*

1. Gather facts and details about the situation
2. Review expectations. Use specific policies, procedures, job description details and/or safety manuals.
3. Include how the employee has failed to meet expectations
4. Include expectations moving forward
5. Include consequences if employee fails to improve



Follow the company's progressive disciplinary action policy. It is important to document the concerns timely. Document facts, not subjective judgments or conclusions. Be thorough. Provide guidance for improving. Ensure to have an in-person meeting and review the document in detail with the employee. If employee refuses to sign, indicate in the document. Always submit paperwork to HR department.