



# Uniformed Services University *of the Health Sciences*

## Leave Administration for Managers and Supervisors

As a manager and supervisor you need to be familiar with the proper and improper uses of leave and how to manage various situations. This two hour workshop will provide you with the knowledge, skills and tools you need to successfully deal with day-to-day issues of leave administration.

The following topics will be discussed:

- The difference between various types of leave
- How to handle tardiness, leaving early, excessive absence or leave abuse
- Leave procedures
- Advance leave
- Administrative leave
- Absence without leave (AWOL) and leave without pay (LWOP)
- Medical documentation

## Basic Labor Relations for Managers and Supervisors

This seminar will provide the basics of supervising in a unionized environment and will cover both the federal labor statute and practical tips for defusing labor-management conflict.

The following topics will be discussed:

- Union, Employees, and Management Rights
- Formal Discussions
- Unfair Labor Relations
- Satisfying Bargaining Obligations
- Investigatory Examinations



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## How to Counsel Employees

This seminar will provide tips on how to be more effective in identifying situations requiring counseling and conducting such counseling sessions.

The following topics will be discussed:

- Understand the definition of counseling and its benefits
- Understand your role as a counselor
- Learn characteristics of effective counselors
- Understand the obstacles of counseling