

**NOTICE OF PREVENTATIVE MEDICAL AND DENTAL CARE APPOINTMENT**  
**FOR AFSCME-REPRESENTED EMPLOYEES ONLY**<sup>1</sup>

**\*TO BE COMPLETED BY EMPLOYEE\***

In accord with Paragraph 25-3 of the UM-AFSCME Collective Bargaining Agreement, a full time employee, or a part-time employee working 32 or more hours in a calendar week, will be granted paid time off from their assigned schedule of work for a preventative medical or dental care appointment, including post-operative examinations and care, providing the employee gives their immediate supervisor written notice at least five (5) calendar days prior to the appointment, unless the appointment is scheduled by the University doctor.

Employee's Name: \_\_\_\_\_

Employee's UMID#: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Employee's Immediate Supervisor's Name: \_\_\_\_\_

Day(s) of Preventative Medical or Dental Appointment(s): \_\_\_\_\_

Time(s) of Preventative Medical or Dental Appointment(s): \_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Probable duration of the absence(s) (in hours): \_\_\_\_\_

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For supervisor use only: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Supervisor's Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

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<sup>1</sup> A series of appointments may be included in the same notice.

In the event that a doctor schedules a return appointment or post-operative examinations or care which prevents giving the required notice, as much notice as possible based on the circumstance is required.

In the event that the time of the appointment adversely affects the operation of their department, the employee will reschedule the appointment to a mutually convenient time.

Notwithstanding the fact that such an absence is not the result of a sickness or injury within the meaning of Article 25 ("Paid Time Off") of the UM-AFSCME Collective Bargaining Agreement, the provisions of Article 25 shall apply.