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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Information** | | | | | | | | | | | | | | |
| Employee Name (Last, First, Middle Initial) | | | | | | | PERNR | | | | Classification/Title | | | |
|  | | | | | | |  | | | |  | | | |
| Supervisor: | | Hire Date: | | | Department: | | | | Date of Suspension: | | | | | |
|  | |  | | |  | | | |  | | | | | |
| **Union:** | APSA | | APA | CTU | | IATSE | | POAM | | SSTU | | 1585 | 324 | Non-Union |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reason for administrative leave:** | | | | |
|  | | | | |
| You will be available during working hours to participate in fact-finding meetings. You will be contacted at your address/telephone of record to schedule meetings and when the investigation has been completed. Please provide additional contact information: | | | | |
| Cell phone: |  | Personal email address: | |  |
| Check all that apply:  Supervisor advised the employee that their Union/Association Representative may be present  Employee requested their Union/Association Representative to be present  Employee declined Union/Association presence  Union/Association representative was present | | | | |
| Name of any Union/Association Representative Present: | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Resources** | | |  |
| **Program** | **Website** | **Phone** | **Email** |
| Employee Assistance Program (EAP) | [eap.msu.edu](https://eap.msu.edu/) | 517-355-4506 | [eap@msu.edu](mailto:eap@msu.edu) |
| Resource Center for Persons with Disabilities (RCPD) | [rcpd.msu.edu](https://www.rcpd.msu.edu/) | 517-884-RCPD | [WorkplaceAccommodations@hr.msu.edu](mailto:WorkplaceAccommodations@hr.msu.edu) |
| Leave Programs | [hr.msu.edu](https://hr.msu.edu/time-off-leave/) | 517-353-4434 | [SolutionsCenter@hr.msu.edu](mailto:SolutionsCenter@hr.msu.edu) |
| Care and Intervention Liaison |  |  | [lucase@msu.edu](mailto:Lucase@msu.edu) |
| Misconduct Hotline | [ethicspoint.com](https://secure.ethicspoint.com/domain/media/en/gui/58826/index.html) | 800-763-0764 |  |
| Office of Institutional Equity | [civilrights.msu.edu](https://civilrights.msu.edu/response-and-investigations/index.html) |  |  |
| MSU WorkLife Office | [worklife.msu.edu](https://worklife.msu.edu/) | 517-353-1635 | [worklife@msu.edu](mailto:worklife@msu.edu) |
| Health4U | [health4u.msu.edu](https://health4u.msu.edu/) |  |  |

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