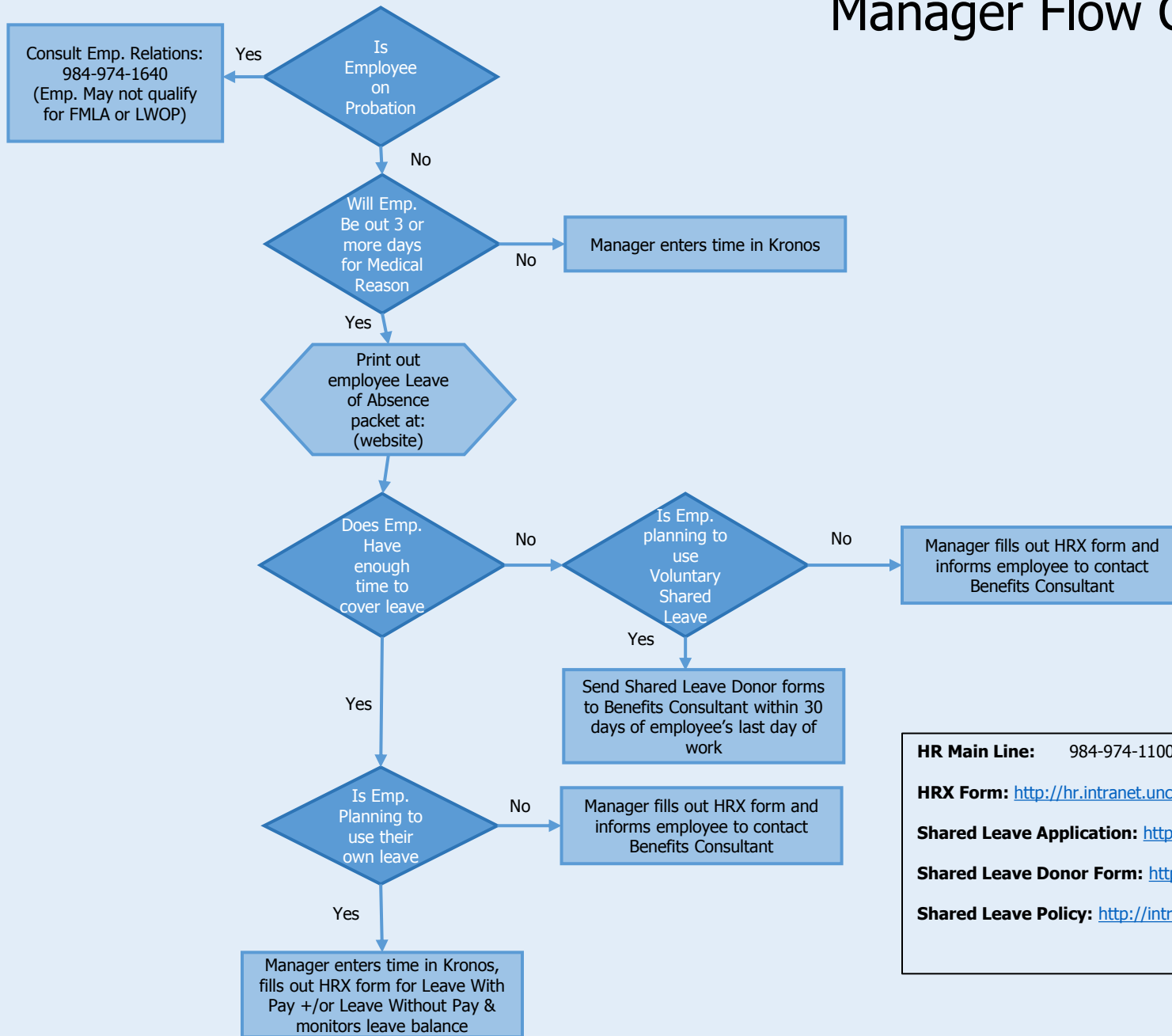


Manager Flow Chart



Standard Work

- Contact Benefits Consultant
- Print and Review Employee packet with employee
- Complete HRX (LWP or LWOP)

HR Main Line: 984-974-1100

HRX Form: http://hr.intranet.unchealthcare.org/hr/hrforms/position/actionform/HRxActionForm_v8.docm

Shared Leave Application: <http://www.unccmedicalcenter.org/app/files/public/394/pdf-medctr-hr-VolSharedLeaveProgram.pdf>

Shared Leave Donor Form: <http://www.unccmedicalcenter.org/app/files/public/393/pdf-medctr-hr-volSharedLeaveDonor.pdf>

Shared Leave Policy: http://intranet.unchealthcare.org/intranet/policies/human_resources/hr0911