



HUMAN RESOURCE MANAGEMENT (535)

REGIONAL – 2019

FINAL

Judges: Please double check and verify all scores and answer keys!

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Case Study

Sandy, an administrative assistant in the Human Resource (HR) Department, has requested two (2) weeks off for medical reasons. She has 12 days of PTO. You approve the medical leave well in advance of her absence. Once on her leave, Sandy returns to the doctor the day before she is scheduled to return to work. Her doctor does not release her to return to work and says she needs to take another full week off from work. Sandy stays home an additional week and innocently forgets to notify the HR Department. The HR Department makes attempts to call Sandy when she is a “no show” on the day she is expected to return. Because the HR Department does not have Sandy’s current phone number, they are unable to make contact. When Sandy does finally return to work, you have her report to your office for a conference.

As Human Resources Manager, how would you handle this situation? In your solution, include recommendations to Sandy for how she should’ve handled this issue. Use your Human Resources Manual as a guide.

Solution – Topics may be found in the *Human Resources Manual*

- **See Open Communication Policy, page 9**
- **See Paid Leaves, page 22**
 - **Paid Time Off**
- **Unpaid Leaves, page 24**
 - **Failure to return to work**



JUDGING PROCEDURE

- The contestant will be provided 20 minutes to develop the presentation.
- Notes will be made on the note cards provided by the event proctor.
- No advisor contact will be allowed between the time of receiving the topic and the delivery.
- Cell phones may *not* be used in the preparation room.
- Only the *Human Resources Manual*, along with three note cards for note taking, may be used in the preparation room.
- ONLY the note cards may be used in the presentation room. The *Human Resources Manual* may NOT be used during the presentation.
- Contestants will be introduced by contestant number. **Contestants may continue to wear their name badges.**
- The contestants will speak before a panel of judges and a timekeeper.
- The presentation will be no less than three (3) minutes and no more than five (5) minutes.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time.
- The presentation will be stopped at five (5) minutes; followed by judges' questions not to exceed three (3) minutes.
- Contestants should be dismissed upon completion of judges' questions.
- **There can be no ties in the top ten (10) contestants.** It is the responsibility of the judges to break any ties.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Give administrator all Judges' Rating Sheets, Judge Evaluation Sheets and contest materials.
- No audience is allowed in the contest room.

Please double-check and verify all scores!