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## Conflict With Administrators: Time Off Conflict

Demetrius Moncrease

Wayne State University, gz9257@wayne.edu

Parshva Salvi

Wayne State University, gq8804@wayne.edu

Basel Mhaimed

Wayne State University, gp9983@wayne.edu

Fadumo Yusuf

Wayne State University, hj0763@wayne.edu

Marissa Yaldo

Wayne State University, hk8160@wayne.edu

*See next page for additional authors*

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**Authors**

Demetrius Moncrease, Parshva Salvi, Basel Mhaimed, Fadumo Yusuf, Marissa Yaldo, Sneha Bhargava, Kenan Abou Chaer, and Astha Saini

# Time Off Conflict

Authors: Bhargava, S.; Mhaimeed, B.; Moncrease, D.; Salvi, P.; Yaldo, M.; Yusuf, F.

Learning Community Group: Purple 33



## Professionalism Conflict with Administrator

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Administrator gives you shifts on days you've requested time off.

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- Speak to your administrator and determine why this is happening. It could be a mistake you made in submitting the request for time off.
- Speak to your coworkers and see if someone can cover your shifts and let admin know of the switch.

Wayne State University School of Medicine



# Reflections

While it would be very frustrating to continuously be scheduled on days you've requested time off, it is essential to not become hostile towards your administrator. Calmly have a conversation with them to learn why this is occurring and what steps you can take to ensure it does not happen again. Although this is probably occurring due to an innocent mistake, there is also a possibility that the administrator is acting inappropriately towards you. In such a case, be sure to speak up for yourself to ensure that this behavior does not continue.

