COURSE SYLLABUS

Family and Medical Leave Act for Supervisors and HR Practitioners Course (Self-Paced)

Understand the requirements of the Family and Medical Leave Act (FMLA) to effectively manage leave requests and ensure compliance.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/family-and-medical-leave-act-for-supervisors-and-hr-practitioners-course-self-paced



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Course Outline

Module 1: Overview of the FMLA in the Federal Sector

- Describe FMLA leave entitlements for federal employees.
- Discuss the differences between Title I and Title II employees, as well as other federal-sector FMLA coverage categories.
- Identify the agencies and legal frameworks responsible for administering FMLA in the federal sector.
- Recognize the consequences of incorrect coverage determinations for supervisors, managers, and FMLA administrators.

Module 2: Determining Whether Leave Is Covered by the FMLA

- Evaluate whether a leave request qualifies under federal FMLA rules, including key differences between Title I and Title II employees.
- Review covered reasons for leave, including serious health conditions, pregnancy and prenatal care, adoption and foster care, and military family leave.
- Understand how Paid Parental Leave for Title II employees works, including eligibility requirements and the service agreement.
- Examine employee and agency responsibilities for notice, medical certification, recertification, and intermittent or reduced schedule leave.

Module 3: Administering FMLA Leave

- Calculate available FMLA leave, including the 12-month leave year and how different calculation methods apply.
- Understand when and how employees may substitute paid leave for unpaid FMLA leave.
- Explore the operational and compliance challenges of intermittent leave, including tracking usage, temporary reassignment, and recertification.
- Review agency responsibilities for recordkeeping, benefits administration, and reducing potential leave abuse while preserving employee rights.

Module 4: Interaction of FMLA with Other Laws and Policies

- Understand how FMLA runs concurrently with paid leave and interacts with agency leave policies and other workplace rules.
- Review how FMLA intersects with workers' compensation, temporary disability-related issues, and reasonable accommodation obligations.

- Examine the effect of FMLA leave on pay and benefits, including retention of accrued benefits and limits on benefit accrual during leave.
- Identify compliance issues that arise when multiple legal or policy frameworks apply to the same absence or workplace situation.

Module 5: Returning Employees to Work from FMLA Leave

- Learn the requirements for restoring employees to duty following FMLA leave.
- Review employee rights to return to the same or an equivalent position, including pay, schedule, status, and benefits.
- Understand when agencies may require fitness-for-duty documentation and how those rules differ for Title I and Title II employees.
- Examine limits on restoration rights, including situations involving reductions in force and other circumstances in which an employee would not otherwise have remained in the position.