

Family and Medical Leave Act for Supervisors and HR Practitioners Course

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

Group classes in Washington, DC and onsite training is 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>



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Course Outline

Module 1: Overview of the FMLA in the Federal Sector

- Understand the basic provisions and history of the Family and Medical Leave Act (FMLA)
- Explore the four versions of FMLA and their application in the federal sector
- Review the role of Title I and Title II for different employee classifications
- Discuss key regulations, including the Congressional Accountability Act (CAA) and Executive Orders

Module 2: Determining Whether Leave is Covered by the FMLA

- Learn how to determine if leave qualifies under FMLA regulations
- Review definitions of serious health conditions and pregnancy-related leave
- Understand the distinctions between paid parental leave and FMLA leave
- Examine the interaction between leave and work obligations for employees

Module 3: Administering FMLA Leave

- Master the process for requesting and granting FMLA leave
- Understand employer responsibilities for communicating leave status
- Explore the procedures for intermittent and reduced schedule leaves
- Learn about FMLA's impact on employee benefits and job protections

Module 4: Interaction of FMLA with Other Laws and Policies

- Identify how FMLA interacts with other leave laws, such as the ADA and Workers' Compensation
- Understand the integration of FMLA with paid leave policies
- Learn about additional protections under the FMLA for military families
- Discuss implications for leave administration in cases of conflicting policies

Module 5: Returning Employees to Work from FMLA Leave

- Understand the process of reintegrating employees after FMLA leave
- Learn about employee rights to reinstatement and equivalent positions
- Review fitness-for-duty certification and its impact on return-to-work decisions
- Examine strategies for managing the return of employees with special circumstances