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# Americans with Disabilities Act

**Prerequisites:** None

**Schedule:** 3.5 Hour Session

## Course Objective

This workshop is an overview of the Family & Medical Leave act (FMLA) that is designed for supervisors, managers, and human resources professionals who work for employers who are covered by FMLA. FMLA applies to all public and private elementary and secondary schools, and private employers with 50 or more employees.

This course focuses on the definition of a serious health condition, and the proper paperwork forms a business must use to comply with the law. The most common violations as seen by the employers Association and the federal Department of Labor are discussed. A question and answer period will follow for company specific questions. The majority of the course focuses on mistakes that companies make, and how employees are learning to take advantage of FMLA Leave.

Attendees will receive a complimentary copy of the "Supervisors Guide to FMLA" and the most recent copy of the appropriate government forms WH-380 and WH-381.

## Seminar Topics

- ❑ Who is a covered employers / eligible employee?
- ❑ Eligible reasons for FMLA leave
- ❑ Does the employee have to ask for FMLA leave?
- ❑ What is considered a reasonably accommodation?
- ❑ Spouses the work the same employer
- ❑ What is a "serious health condition?"
- ❑ What protections does FMLA provide the employee?
- ❑ Can you discipline and employees while on FMLA?
- ❑ What happens if the employee uses all of their FMLA leave and needs additional time
- ❑ Benefits coverage while on FMLA leave
- ❑ Coordination of FMLA, ADA, and worker's compensation
- ❑ FMLA paperwork: Forms WH-380 and WH-381
- ❑ Common Pit falls
- ❑ Tips for designing an FMLA policy