

## Course Outline

### **Leave Program Design and Administration**

*Four-Credit Course*

#### **Introduction**

- I. The Business Impact of Leave
- II. Leave Allotments by Employee Type

Estimated Time to Complete: 15 minutes

#### **Short-Term Leave Programs: Paid Vacation Policies**

- I. What is Short-Term Leave?
- II. Paid Vacation Policies
- III. Accrual-Based Systems
- IV. Grant-Based Systems
- V. Unused Vacation Time
- VI. Unlimited Time Off Policies
- VII. Administering Paid Vacation Policies

Estimated Time to Complete: 30 minutes

#### **Short-Term Leave Programs: Paid Sick Leave, Holiday Leave, and PTO**

- I. Paid Sick Leave Policies
- II. Administering Paid Sick Leave Policies
- III. Paid Holidays
- IV. Administering Paid Holidays
- V. Paid Time Off (PTO) Policies

Estimated Time to Complete: 30 minutes

#### **Other Types of Short-Term Leave Programs**

- I. Bereavement Leave
- II. Types of Short-Term Leave Mandated By Law
- III. Paternity Leave
- IV. Leave Due To Natural Disasters
- V. Leave Sharing and Donation Programs

Estimated Time to Complete: 30 minutes

#### **Long-Term Leave Programs: FMLA and USERRA**

- I. What is Long-Term Leave?
- II. Family and Medical Leave Act (FMLA)
- III. Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)

Estimated Time to Complete: 30 minutes

### **Long-Term Leave Programs: Paid Parental and Family Leave**

- I. Paid Parental Leave
- II. Paid Family Leave
- III. Prevalence of Paid Parental and Family Leave
- IV. Jurisdictional Paid Parental and Family Leave Laws
- V. Long-Term Personal Leave

Estimated Time to Complete: 30 minutes

### **Long-Term Leave Programs: Paid Disability Leave**

- I. Paid Disability Leave
- II. Funding STD and LTD Coverage
- III. Designing STD and LTD Coverage
- IV. Definition of "Disability"
- V. Workers' Compensation Laws

Estimated Time to Complete: 30 minutes

### **Long-Term Leave Programs: Sabbatical Programs**

- I. Sabbatical Programs
- II. Case Study: Paton v. Advanced Micro Devices, Inc. (2011)

Estimated Time to Complete: 15 minutes

### **Leave Program Administration**

- I. Who Administers Leave Programs?
- II. Compliance Considerations
- III. Benefits Continuation
- IV. Documentation
- V. Communicating About Leave Programs
- VI. Rules about Employees Completing Work While on Leave
- VII. Using Data

Estimated Time to Complete: 30 minutes

### **Coordinating Multiple Leave Programs**

- I. FMLA and STD Benefits
- II. FMLA and Workers' Compensation Benefits
- III. Disability Benefits and Workers' Compensation Benefits
- IV. Paid Sick Time, Paid Vacation Time and STD Benefits
- V. STD and LTD Benefits

Estimated Time to Complete: 30 minutes

NOTE: The estimated time to complete each lesson is based on word count and assumes uninterrupted consumption of the course. Actual time to complete each lesson can vary widely based on familiarity with the topics and other factors. Time required to complete the course final exam is not counted in these estimates.