

Course Outline

Family and Medical Leave Act (FMLA)

Four-Credit Course

The Basics of FMLA

- I. The Family and Medical Leave Act of 1993
- II. Purpose of FMLA
- III. Legislative Updates
- IV. Reasons for Leave
- V. Employers Subject to FMLA
- VI. Proximity to Worksite and Changes to Workforce
- VII. Integrated Employers, Joint Employers and Acquisitions
- VIII. State Laws
- IX. Collective Bargaining Agreements
- X. Retaliation and Interference

Estimated Time to Complete: 30 minutes

Coverage and Availability

- I. Employee Criteria
- II. Twelve Months of Employment
- III. 1,250 Compensable Hours
- IV. Employer Responsibility
- V. Types of Non-Military-Related Leave
- VI. Family Member Definitions for Non-Military-Related Leave
- VII. Qualifying Exigency Leave
- VIII. Military Caregiver Leave
- IX. Family Member Definitions for Military-Related Leave
- X. Utilization of Leave
- XI. Intermittent or Reduced Leave
- XII. Establishing a Leave Year for Non-Military-Caregiver Leave
- XIII. Establishing a Leave Year for Military Caregiver Leave
- XIV. Duration of Leave in Hours
- XV. Spousal Limitations

Estimated Time to Complete: 30 minutes

Designating FMLA Leave

- I. FMLA General Notice Requirement
- II. Employee Handbooks and Other Written Materials
- III. Notice of Eligibility and Rights & Responsibilities
- IV. Designation Notice
- V. Foreseeable Leave
- VI. Foreseeable Intermittent or Reduced Leave
- VII. Unforeseen Leave
- VIII. Notice for Qualifying Exigency Leave
- IX. Retroactive Designation of Leave
- X. Successive Reasons for Leave
- XI. FMLA Recordkeeping Requirements
- XII. Recording FMLA Leave

Estimated Time to Complete: 30 minutes

Serious Health Conditions and Medical Certifications

- I. Serious Health Conditions
- II. Continuing Treatment and Incapacitation
- III. Other Serious Health Conditions
- IV. Identifying a Serious Health Condition
- V. Common Ailments and Substance Abuse
- VI. Requesting Medical Certification
- VII. Medical Certification Forms for Non-Military-Related Leave
- VIII. Medical Certification Forms for Military Caregiver Leave
- IX. Collecting Medical Certification Forms
- X. Validating a Medical Certification
- XI. Recertification

Estimated Time to Complete: 30 minutes

Compensation and Benefits

- I. Receiving Pay During Leave
- II. Substituting Paid Leave
- III. Concurrent Leave
- IV. Absences Without Pay
- V. Benefits Continuation
- VI. Nonhealth Benefits Continuation
- VII. Restoring Benefits
- VIII. Discontinuing Benefits
- IX. Revoking Benefit Elections
- X. Paying Premiums
- XI. Remitting Payment

Estimated Time to Complete: 30 minutes

Job Status

- I. Return-to-Work Requirements
- II. Job Restoration
- III. Denying Job Restoration
- IV. Terminations and Position Changes During Leave
- V. Job Restoration for Key Employees
- VI. Equivalent Positions: Pay
- VII. Equivalent Positions: Benefits
- VIII. Equivalent Positions: Working Conditions
- IX. Additional Job Equivalency Requirements
- X. Alternative Positions
- XI. Prohibited Job Transfers

Estimated Time to Complete: 30 minutes

Termination and Discipline

- I. Terminating an Employee on FMLA Leave
- II. Termination Checklist
- III. Litigation
- IV. Burden of Proof
- V. Employer Communication During Leave
- VI. Disciplinary Situations
- VII. Performance Issues
- VIII. Liability of Managers and Supervisors

Estimated Time to Complete: 30 minutes

Avoiding Common Mistakes and Implementing Best Practices

- I. Common FMLA Administration Errors
- II. Implementing Best Practices
- III. Interaction With Other Laws

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.