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, Paid Holiday Leave, and PTO Policies
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. ‘Pawternity’ 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

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Long-Term Leave Programs: Paid Parental and Family Leave
I. Paid Parental Leave
II. Paid Family and Caregiver Leave
III. Prevalence of Paid Parental, Family and Caregiving 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

Summary

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