Course Outline

Family and Medical Leave Act
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
X. Legal Considerations

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 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. Absences Without Pay
IV. Benefits Continuation
V. Benefits Continuation Requirements
VI. Restoring Benefits
VII. Discontinuing Benefits
VIII. Revoking Benefits
IX. Paying Premiums
X. 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.