

Introduction	
Pg 2	<p>Welcome to FMLA for Supervisors. There are many acronyms in today's business world. One that's important for you to remember and understand is FMLA. But before learning about FMLA, let's make sure you understand how to navigate this course.</p> <ul style="list-style-type: none"> <li>To learn how to navigate this course, select the <b>Next</b> button now.</li> </ul>
Pg 3	<p>A <b>standard design</b> frames every page of the course. You will always find the Table of Contents in the drop-down menus along the top of the screen. Run your mouse over the list of lessons at the top of the screen and you will see these drop-down menus. Your first time through the course, you can look at the contents in these drop-down menus, but you will not be able to skip ahead. After you go through the course once, you can use the Table of Contents to skip around and review for the exam.</p> <p>Your progress through the course is tracked. If you must leave at any time, don't worry. You will be taken back to the same screen when you return.</p>
Pg 4	<p><b>Audio On/Off</b> allows you to disable audio for the course.</p> <p>If you are taking the course in an area where you cannot hear the audio, you can download a printable audio transcript by selecting <b>Transcript</b> at the bottom of the page.</p>
Pg 5	<p>The Resources link appears when additional learning tools like printable documents or web links are provided.</p> <p>Select Resources now to visit J. J. Keller's website. The site will open in a new browser window and will not interfere with your movement through this course.</p> <p>Simply close the new browser window to return to the course.</p>
Pg 6	<p>If you had trouble opening the J. J. Keller link on the previous page, you may have a pop-up blocker. This course will not work correctly unless all browser-based and third-party pop-up blockers are disabled.</p> <p>Select the <b>Resources</b> button to download a PDF document with instructions to disable a pop-up blocker. The document also contains instructions to help you adjust your screen text size.</p>

Pg 7	<p>Parts of this course feature video. The <b>video player</b> controls are detailed in the image to the right.</p> <p>You can move to any part of the video by selecting and dragging the <b>progress indicator</b> forward or backward along the <b>progress bar</b>.</p> <p>Use <b>rewind</b> to go back to the beginning of the video. <b>Fast forward</b> takes you to the end.</p> <p>Now that you know how to use the video player, select <b>Next</b> to get started with the course!</p>
Pg 8	<p>Check out the Course Highlights document for an overview of the interactive activities you'll find in this course. Download Course Highlights by selecting the <b>Resources</b> button on this page.</p>
Pg 9	<p>When you select <b>Next</b>, you will begin the pretest for this course. Your score will be reported to you, but will not be recorded. There are 10 questions in this pretest.</p>
Pg 11	<p>By completing this course, you will learn:</p> <ul style="list-style-type: none"> <li>• What FMLA is.</li> <li>• The three eligibility requirements employees need to meet to take FMLA leave.</li> <li>• The reasons that qualify for FMLA leave.</li> <li>• Who is a family member for purposes of FMLA.</li> <li>• Specifics relating to military family leave under FMLA.</li> <li>• What qualifies as a "serious health condition."</li> <li>• The three bases on which eligible employees may take FMLA leave.</li> <li>• The importance of the supervisor's role in following FMLA.</li> <li>• And, what questions can be asked to determine whether someone is eligible for FMLA leave.</li> </ul>

Pg 12	<p>FMLA stands for the <b>F</b>amily and <b>M</b>edical <b>L</b>eave <b>A</b>ct of 1993, as amended.</p> <p>Under this federal law, eligible employees are entitled to unpaid time off for certain “qualifying reasons.”</p> <p>FMLA applies to private employers with 50 or more employees, including full-time, part-time, seasonal, and perhaps temporary employees. The act also applies to all public employers, such as state and local government agencies, no matter how many employees.</p>
Pg 13	<p>In the years since its original passage, the Family and Medical Leave Act and its associated regulations have been revised and updated several times, but the goals of the act have not changed.</p> <ul style="list-style-type: none"> <li>• Watch this video to learn the purpose of FMLA.</li> <li>• Select <b>Play</b> to start the video.</li> </ul> <p>VIDEO:</p> <p>The purpose of the Family and Medical Leave Act is straight forward: to help employees balance their work and family lives. The FMLA seeks to accomplish this purpose in a manner that accommodates the legitimate interests of employers, and minimizes the potential for employment discrimination on the basis of gender, while promoting equal employment opportunity for men and women.</p>
<b>FMLA Basics</b>	
Pg 2	<p>Under the Act, covered employers are required to give eligible employees job-protected unpaid leave, which means an employee cannot be terminated from his or her job for missing work due to reasons permitted under FMLA.</p>
Pg 3	<p>To be eligible for FMLA leave, employees:</p> <ul style="list-style-type: none"> <li>• Must have worked for their employer for at least 12 months (which need not be consecutive);</li> <li>• Must have worked at least 1,250 hours in the previous 12 months; and</li> <li>• Must work at a site with at least 50 employees within 75 miles of the worksite.</li> </ul>

Pg 6	<p>The Family and Medical Leave Act lays out the specific reasons that qualify and the maximum duration of unpaid leave. A maximum of <u>12 weeks</u> leave is allowed for the following reasons:</p> <ul style="list-style-type: none"> <li>• For the birth and care of an employee's child.</li> <li>• For placement with the employee of an adopted or foster-care child.</li> <li>• To care for the employee's spouse, son, daughter or parent with a serious health condition.</li> <li>• For the employee's own serious health condition.</li> <li>• And, because of a qualifying exigency due to the military duty of an employee's spouse, son, daughter or parent.</li> </ul>
Pg 7	<p>In addition, employees can take up to a maximum of 26 weeks leave to care for a family member with a serious injury or illness incurred or aggravated by military duty.</p>
Pg 10	<p>We already noted that employees can take FMLA leave for qualifying exigencies due to the military duty of an employee's spouse, son, daughter or parent, but what is an exigency? Simply put, it is an emergency or a situation that demands urgent action.</p>
Pg 11	<p>Among the qualifying military exigencies are:</p> <ul style="list-style-type: none"> <li>• Short notice deployment</li> <li>• Military events, such as ceremonies</li> <li>• Emergency childcare</li> <li>• And, taking up to five days of leave to spend time with a covered military member who is on leave for rest and recuperation during deployment</li> </ul> <p>Some special rules also apply when both military spouses work for the same employer.</p>
Pg 13	<p>How should you, as a supervisor, act when confronted with an employee who needs leave.</p> <ul style="list-style-type: none"> <li>• Watch this video scenario, and consider the following question: Did the supervisor respond to the situation correctly?</li> <li>• Select <b>Play</b> to start the video.</li> </ul>

Qualifying Health Conditions and Leave	
Pg 2	<p>So, what sorts of health conditions qualify for FMLA leave?</p> <p>FMLA regulations define a serious health condition as one that involves an overnight stay in a health care facility or requires continuing treatment by a health care provider. Examples include:</p> <ul style="list-style-type: none"> <li>• Pregnancy</li> <li>• A condition resulting in more than three days of incapacity</li> <li>• A chronic or permanent condition</li> <li>• A condition that requires multiple treatments</li> </ul>
Pg 3	<p>A minor illness, such as a cold or the flu, is not generally considered a serious health condition unless there are complications that require an overnight stay in a health care facility or continuing treatment by a health care provider.</p>
Pg 4	<p>Eligible employees may take FMLA leave on a continual, intermittent, or reduced schedule basis.</p> <p><b>Continual leave</b> is leave taken in large blocks of time. Such periods have a beginning date and an end date, making it fairly clear cut.</p> <p><b>Intermittent leave</b> is defined as FMLA leave taken in separate blocks of time due to a single qualifying reason. Intermittent leave involves bits and pieces of time, but the time off may not be regularly scheduled.</p> <p>And, <b>Reduced schedule leave</b> is defined as FMLA leave taken that reduces an employee's usual number of working hours or days per week.</p>
Pg 5	<p>When medically necessary, FMLA leave for a serious health condition may be taken intermittently. This means FMLA leave may be taken in short periods of time. For example, an employee may need time off every now and then when an severe asthma attack renders him unable to perform his job.</p> <p>Intermittent leave can pose an administrative challenge, because it can be difficult to track the bits and pieces of time off that an employee takes.</p>
Pg 6	<p>Reduced schedule leave is FMLA leave taken that reduces an employee's usual number of working hours or days per week. An example of this would be if an employee had a baby and decided to take FMLA leave in 1/2 day increments, reducing his or her schedule to half time.</p>

Pg 7	<p>Leave might be taken for migraine headaches or physical therapy on an intermittent basis. Or, pregnancy might result in the need for a reduced schedule.</p> <ul style="list-style-type: none"> <li>• Watch this video to hear more specifics about intermittent and reduced schedule leave.</li> <li>• Select <b>Play</b> to start the video.</li> </ul> <p>VIDEO:</p> <p>Intermittent leave for other medically necessary absences may also need to be provided. This can include allowing time off for such events as therapy, medical treatments, recovery from surgery, or caring for an immediate family member with a serious health condition.</p> <p>A reduced schedule is permitted under certain conditions. It may be taken without the employer's approval when medically necessary to care for a seriously ill family member, because of the employee's serious health condition, or to care for a service member. It may also be taken to care for a newborn or newly placed adopted or foster care child, but only with the employer's approval. In all cases, a reduced schedule must not unduly disrupt the employer's operations.</p>
Pg 8	<p>It is always the <u>employer's</u> responsibility to designate time off as FMLA or not, so it's extremely important that you inform Human Resources about employee requests for time off. As a front line voice of your employer, you have a critical role to play to ensure compliance with the Family and Medical Leave Act.</p>
<b>Supervisor Role</b>	
Pg 2	<p>It is always the <u>employer's</u> responsibility to designate time off as FMLA or not, so it's extremely important that you inform Human Resources about employee requests for time off. As a front line voice of your employer, you have a critical role to play to ensure compliance with the Family and Medical Leave Act.</p>

Pg 3	<p>Why is it important that you understand some of the specific requirements of the Family and Medical Leave Act? Well, supervisors often act as the intermediary between employees who are absent for a possible FMLA-qualifying reason, and the Human Resources department that needs to know about the absence and the reason for it.</p> <p>As a supervisor, it's important that you inform Human Resources of an employee's time off and the reason for it. This will help prevent FMLA time from being overlooked or uncredited and will help keep your organization in compliance with the law.</p>
Pg 4	<p>Time off under the Family and Medical Leave Act must be accounted for properly, otherwise the employer might be in violation of the law because it did not provide the employee with his or her applicable rights.</p> <p>Keeping Human Resources informed will also help determine whether the time off should be recorded as accrued sick leave, vacation, or as FMLA leave. In some situations, employees may choose to charge the time they take off for an FMLA-qualifying reason as paid vacation so they can continue to receive a pay check while they are absent. In such a case, the time off is recorded as FMLA leave even though it is also counted as vacation time.</p>
Pg 6	<p>How should you as a supervisor act when confronted with an employee absence due to a medical emergency?</p> <ul style="list-style-type: none"> <li>• Watch this video scenario, and consider the following question: Did the supervisor respond to the situation correctly?</li> <li>• Select <b>Play</b> to start the video.</li> </ul>
Pg 8	<p>When an employee says that he or she is ill or must take time off to care for a family member, for example, your first response should be a series of questions that will help you determine if the absence may possibly qualify for FMLA leave.</p> <p>At the same time, you must be sensitive to the privacy rights of the employee and not ask inappropriate questions.</p>
Pg 9	<p>Questions you can ask include:</p> <ul style="list-style-type: none"> <li>• Have you seen a doctor?</li> <li>• Have you (or the family member) been an inpatient in a healthcare facility?</li> <li>• Is there an ongoing regimen of treatment?</li> <li>• And, how long will you be gone?</li> </ul>

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	With the answers to these questions you'll be in a better position to determine if the absence request is routine or if it is one that may fall under FMLA and, therefore, you need to contact Human Resources.
<b>Conclusion</b>	
Pg 2	<p>You should now have knowledge of the following:</p> <ul style="list-style-type: none"><li>• What FLMA is.</li><li>• The three eligibility requirements employees need to meet to take FMLA leave.</li><li>• The reasons that qualify for FMLA leave.</li><li>• Who is a family member for purposes of FMLA.</li><li>• Specifics relating to military family leave under FMLA.</li><li>• What qualifies as a "serious health condition."</li><li>• The three bases on which eligible employees may take FMLA leave.</li><li>• The importance of the supervisor's role in following FMLA.</li><li>• And, what questions can be asked to determine whether someone is eligible for FMLA leave.</li></ul> <p>If you need a little more review, select the <b>Resource</b> button for the short FMLA compilation "Understand the FMLA."</p>
Pg 4	<p>Now that you've covered everything in the course, it's time to review for the exam. To help you prepare for the exam, you can now move back and forth within the course. Use the drop-down menus at the top of the screen, or the Back and Next buttons at the bottom.</p> <p>The review questions will also help you review main concepts covered on the exam. Select Next to download the review questions.</p>
Pg 5	<p>The review questions will open in a separate window. Keep this original window open. That way when you don't know an answer, you can go back into the course and find it. Once you've finished the review questions and have finished studying, continue on to take the exam.</p> <p>To begin the review questions, select Resources.</p>
Pg 6	<p>Now it's time to take the final exam. This exam includes 10 questions. If you close the exam before finishing, your answers will not be saved for later.</p> <p>You will have three chances to take the final exam. Your highest score will be</p>



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	<p>recorded.</p> <p>To begin the exam, select <b>Next</b>.</p>
Pg 8	<p>Congratulations! You have completed this course. Your progress and test scores have been recorded.</p>