

FMLA Training FAQ

Family and Medical Leave Act Training

Management Training

As Managers are often the first person an employee speaks to about taking time off, they should be trained to notify HR whenever they become aware that an employee is requesting time off for a reason (medical condition, childbirth, adoption, etc.) that may qualify for FMLA leave.

Managers may fail to comply with FMLA in two ways:

- Taking or failing to take actions while unaware of what the company policy is
- Allow their emotions to govern how they act toward employees who claim or may be eligible for FMLA protection.

In both cases, training on company policy and its application is the best way to avoid mistakes that may prove costly.

The FMLA does not consider whether an employee is “good” or “bad,” regarding previous attendance issues. For managers, there may be a temptation to help good employees with navigating the maze of FMLA compliance and while using the leave as a means of dismissing other employees. Another way that managers can create trouble for the employer is by failing to notify HR when the FMLA may be implicated. The FMLA also has confidentiality provisions that, if violated, can lead to a lawsuit.

Managers do not have to know the reason for an absence under the FMLA. Instead, they need only be aware of the possibility that the FMLA may apply to a situation and act according to company policy when that possibility arises. For example, if an employee is missing work because of a sick child, the manager may consider whether the FMLA is implicated and notify HR.

Managers should understand the short time frame in which HR has to accomplish several tasks to stay in compliance with the act. The FMLA requires employers to provide an FMLA eligibility, rights and responsibilities notice to employees within five business days of the initial request for leave or when the employer (manager or HR) acquires knowledge that an employee's leave may be for an FMLA-qualifying reason.

Management should undergo annual FMLA training to ensure compliance under FMLA.

LEARN – Learning Management System (LMS) Courses

- FMLA Leave and More: An Overview of Legally Protected Leave (30 Minutes)
- Managing Special Leaves of Absence Situations (1 Hour, 41 minutes)

The Olson Group offers a suite of courses for FMLA, and many more compliance topics, on our Learning Management Platform (LMS) for \$1,200/annually. This includes access to the LMS, Customized Wrap, Section125 Documentation, & Required Benefit Notices, Ask an Expert (TOG & Online Certified HR Experts), Annual Compliance Assessments, and more.

For More Information

For more information regarding FMLA, visit www.dol.gov/whd/fmla/ or call 1-866-4-USWAGE (1-866-487-9243) or call us at The Olson Group at 402-289-1046 or at hrconsulting@theolsongroup.net.