

Minimize costly FMLA administration errors with this vital training—including a valuable update on the Department of Labor's new FMLA rules as well as court rulings you need to know!

FMLA Compliance Update

Learn how to avoid the most common mistakes managers make when administering FMLA leave ... along with proven tips and guidelines for updating your company's policies, practices and procedures

◆ **Attend this workshop and in one day you will learn ...**

- ◆ Up-to-date information on the first major regulatory changes to the FMLA since its enactment
- ◆ What's *now* considered a "serious health condition"
- ◆ The military leave law has changed—what you need to know
- ◆ Managing intermittent leave and reduced-schedule leave—what the new requirements mean to you
- ◆ Your changing obligations under the new notice requirements
- ◆ How to collect medical information under the Department of Labor's revised FMLA regulations
- ◆ How to identify which law applies when leave laws overlap—FMLA, ADAAA or Workers' Comp
- ◆ And much more—see inside for the complete workshop agenda

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Learn how to administer the FMLA in today's changing legal environment—without misunderstandings or mistakes

More than 15 years have passed since the federal law designed to help employees balance work and family responsibilities was enacted. Yet, like many managers, you may be finding it's becoming tougher—not easier—to fulfill the confusing requirements of the FMLA now that the most significant regulatory revisions since its enactment have taken effect.

◆ From recognizing what a serious health condition is ... to complying with expanded FMLA coverage for military families ... to gaining control of intermittent leave ... to coordinating leave under the ADAAA, Workers' Comp and other overlapping legislation ... a "good working knowledge" of the FMLA is not enough.

You need not only the very latest information on how court rulings and interpretations are changing your rights and obligations but also cutting-edge tools for applying the law decisively in your workplace. Even more importantly, you need solid strategies for correctly handling confusing issues you face daily that are glossed over by the regulations—or not covered at all.

So, exactly how are you going to learn to steer clear of mistakes and misunderstandings—and ensure you treat employees fairly—when making important FMLA-related decisions?

The answer? Our new regulatory update workshop—*FMLA Compliance Update*. In one day, you'll quickly gain the detailed knowledge and in-depth understanding you need to confidently and correctly administer leave under the FMLA's evolving rules—both now and in the future.

Has this ever happened to you?

Have you ever ...

- ◆ Had an aunt, uncle or grandparent of a military employee request unpaid leave?
- ◆ Gotten an angry call from an employee who disagreed with your plans to transfer her to a new position to accommodate intermittent leave?
- ◆ Hesitated to take disciplinary action because an employee was on FMLA leave?
- ◆ Left the office worrying about your decision to deny intermittent leave to an employee?
- ◆ Felt overwhelmed by the complexities of keeping track of intermittent and reduced-schedule leave time?
- ◆ Thought about instructing an employee's direct supervisor to contact the employee's doctor to clarify information in the medical certification?
- ◆ Been unsure you were keeping all the documentation necessary regarding FMLA-related matters?
- ◆ Paid an employee on FMLA a bonus for attendance even though you weren't sure if you had to?
- ◆ Been confronted by an employee who claimed you didn't make it clear that his time off counted against his 12 weeks of total FMLA leave?
- ◆ Ignored rumors that an employee on leave was working another job because you didn't understand where you stood legally?
- ◆ Been unsure of how to proceed when FMLA leave ended and the employee didn't return to work?

You've been there, right? That's why you need this training. It will get you up to speed on the issues you need to understand to handle the challenges and uncertainties that come with the territory when managing FMLA leave.

Don't get caught unprepared—attend this workshop and ensure you're on firm ground

In one day, this workshop will bring you up to date on the daunting number of FMLA issues you must stay on top of to avoid mistakes—including how federal and state courts, the Department of Labor and Congress are changing your obligations under the law.

You'll learn how to sort through the often-conflicting regulations that intersect with the FMLA and complicate your decision making—the ADA, ADA, Workers' Comp, PDA and anti-discrimination laws—and gain tools and guidelines necessary to carry out your obligations fairly.

Plus, you'll get practical advice on the most difficult FMLA issues you face every day, including how to:

- ◆ Discipline employees before, during and after leave—and terminate, if necessary
- ◆ Determine which medical conditions are considered “serious” according to the most recent changes to FMLA law
- ◆ Properly reinstate and transfer returning workers
- ◆ Clarify the many gray areas when determining FMLA eligibility
- ◆ Determine when Workers' Comp leave counts against an employee's FMLA leave
- ◆ And more!

When you attend, you'll be learning from an experienced business professional with extensive knowledge of the rights and responsibilities of both employees and employers under the FMLA. This dynamic trainer will provide sound techniques and tools in plain English that you can understand and apply the next day.

There's no denying that in today's work environment, managers are under tremendous pressure to “get it right” throughout the FMLA leave process. You owe it to your employees and your organization—and, just as importantly, to yourself—to attend this powerful workshop.

It's packed with the most up-to-date FMLA information and guidance available today. Plus hundreds of the all-important “how-to's” that will allow you to steer clear of traps when making important decisions that impact the personal lives of employees and the future of your organization.

Don't wait to get this valuable training! Enroll now by calling toll free 1-800-601-4636.

Need One More Reason to Attend?

One of the great things about attending this workshop is the chance to interact with other managers, business owners and HR professionals who are dealing with the very same FMLA issues you are each and every day. Getting your peers' perspective and seeing the challenges they've faced and the solutions they've achieved will make your workshop experience that much more valuable.

Enroll today:

Call toll free 1-800-601-4636,
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14 ways you, your company and your employees will benefit from this training:

*In one day, you'll
learn how to:*

1. Interpret and apply the newly expanded FMLA military leave rules
2. Properly—and promptly—notify employees that their leave is being designated
3. Correctly administer intermittent and reduced-schedule leave without inviting employee abuse
4. Evaluate an employee's eligibility for FMLA leave based on the latest guidelines
5. Carry out your legal obligation to inform employees when their leave counts toward a 12-week FMLA leave
6. Identify where leave laws overlap and which one applies when
7. Be sure you are aware of all the FMLA information you're legally bound to give employees
8. Take advantage of the new rules when handling sensitive medical certification and recertification issues
9. Restore and protect jobs the way the law requires
10. Make termination decisions under the FMLA without second-guessing yourself
11. Grant or deny FMLA leave based on the most recent interpretation of what constitutes a serious condition
12. Effectively track intermittent and reduced-schedule leave time and be audit-ready 24/7
13. Discipline employees without worry of retaliation claims
14. Know your rights when employees on leave are engaged in outside activities

Workshop Agenda

For just one day, gain the skills you need to administer FMLA leave

Up-to-the-minute court developments that impact how employers administer the FMLA

- ◆ A valuable overview of changing FMLA requirements—and what the new rules are
- ◆ Key areas of the law being scrutinized by the courts
- ◆ Keep in step with how federal courts are rewriting the FMLA rules—and affecting your day-to-day decisions
- ◆ Update on the Department of Labor’s final regulations governing the FMLA and your new rights and responsibilities
- ◆ What’s ahead? Preparing for future FMLA changes and challenges

Identify the latest employer designation and notification “hot spots” and how they impact you

- ◆ Your employee notice requirements ... key changes from the recently revamped FMLA regulations
- ◆ Examine the new, tighter notice requirements and how they are actually a good change for employers
- ◆ What’s considered a “serious health condition”—how the new regulations are making it more difficult than ever to decide what qualifies and what doesn’t
- ◆ How the definition of “work site” is creating complications for employers and employees alike
- ◆ **NEW:** If the employee doesn’t ask for “FMLA leave,” you don’t have to give it—true or false?
- ◆ How changes in the FMLA make calculating the tricky “12-month period” even trickier
- ◆ Keeping employees informed of how much leave they’ve used and how much is left—the way the law requires

Properly require medical certifications and recertifications—under the latest rules

- ◆ Grasping the changing definition of “health care provider”—who qualifies now?
- ◆ Applying your new rights as an employer when confirming the validity of an employee’s medical certification

- ◆ When paid leave is substituted for unpaid leave—how your right to request medical information changes
- ◆ Specific things to consider when an employee refuses to give you permission to gain additional medical information
- ◆ Resolving conflicting medical opinions—your options when health care providers don’t agree
- ◆ How to spot holes you may not even realize exist in your recertification practices

Stay informed of the latest twists in administering intermittent and reduced-schedule leave

- ◆ Gain firm guidelines on handling the many questions that can arise when granting intermittent leave
- ◆ When Department of Labor auditors come knocking—will your intermittent-leave record keeping pass the test?
- ◆ When you may have to extend FMLA beyond 12 weeks
- ◆ The power of clear communication between employees and their managers in minimizing FMLA scheduling problems
- ◆ The latest guidelines for deciding which days or hours to use for intermittent and reduced-schedule leave
- ◆ Certain conditions that must be met before transferring an employee using intermittent leave to another position

Manage the changing legal realities of reinstating returning employees

- ◆ When it is your absolute right to refuse to restore an employee to an equivalent position
- ◆ Return-to-work medical certificate issues that managers are most apt to mishandle
- ◆ How to sort through all the confusing issues when restoring employees to their previous positions
- ◆ Is it really an “equivalent” position? Why it’s important you get this right
- ◆ The special case of key employees: Do you understand your rights and obligations—and theirs—regarding job restoration?

*Program hours:
9:00 a.m. – 4:00 p.m.*

Discipline—and terminate, if necessary—employees under the FMLA

- ◆ Planning to terminate an employee under FMLA leave? What you need to know first
- ◆ The importance of keeping the FMLA out of negative employment decisions
- ◆ Unique disciplinary situations that can arise under the FMLA—and their practical solutions
- ◆ A problem employee requests FMLA leave—does that change your plans to terminate him or her?
- ◆ Solutions for dealing with employees on FMLA leave who “moonlight”
- ◆ How to adequately protect yourself from retaliation claims

Coordinate leave under the FMLA and other overlapping laws

- ◆ The ADAAA? Workers’ Comp? State laws? Why navigating overlapping laws is one of the toughest problems for managers
- ◆ A helpful rule of thumb to follow when deciding which leave law applies when
- ◆ How an employee can have a “serious health condition” but not be covered for a disability under the ADAAA
- ◆ When Workers’ Comp leave may count against an employee’s FMLA leave
- ◆ Pregnancy and the FMLA: Strategies that will get you through every tough situation
- ◆ What you need to know about the “interactive process” under the ADAAA
- ◆ Re-examining your light-duty policies and options

Avoid the biggest mistakes managers make in mastering their changing responsibilities under the FMLA

- ◆ Administering the FMLA in today’s workplace—a 10-point checklist for managers
- ◆ 2 areas where supervisors are most likely to be held personally liable for FMLA violations
- ◆ What courts that have addressed the issue of “individual liability” are finding
- ◆ Privacy and medical information under the new FMLA and who can—and can’t—directly contact health care providers
- ◆ Where to turn to find the latest court decisions and opinions you need to stay on top of

Another important reason to attend—

FMLA Compliance Update trainer Steve Ferris

You’re assured of a dynamic and information-packed presentation that’s full of concrete solutions when you attend this workshop with Steve Ferris as your presenter. Why? Because he’s spent years on the front lines of human resources management and knows firsthand the relevant and critical areas that you need to be tuned in to when handling employee leave and ensuring your practices are in line with the nonstop changes in FMLA.

Steve is a superb trainer and will use his years of practical experience to give you a day of training from which you’ll walk away informed and ready to handle the tough and rewarding challenges you face every day.



On-site training and keynote speaking ...

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Important Information

Our registration table opens at 8:15 a.m. When you arrive at the hotel, please check the directory for the exact location of the seminar. Our registrars will greet you, assist you with your registration (or collect your Express Admission Ticket), hand you your seminar materials and direct you toward your seat. You'll also want to take the opportunity to meet other professionals from your local area. Introduce yourself! You may meet a new friend. Plan to be registered and ready to go by 8:50 a.m.

We begin at 9:00 a.m. on the dot and wrap up at 4:00 p.m. Lunch is on your own from 11:45 a.m. to 1:00 p.m. Why not invite another participant to dine with you? You can share information, review the morning and make the day even more enjoyable.

Parking. We do our best to find seminar facilities that have all the pluses we look for: Convenient location, great meeting rooms, courteous staff and plenty of free parking. However, some facilities have paid parking only. You may want to check with the facility personnel to determine parking fees—often they can direct you to free parking just around the corner.

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Still Haven't Picked Up the Phone?

Five More Good Reasons Why You Will Want to Attend This Program ...

1. Our trainers are the best ... period. We choose only the pros who have a proven track record of training effectiveness, professionalism and expertise. And what's more, they're exciting communicators who'll provide you with one of the most interesting days you've ever spent.

2. We give you only the most important, important information. There's a lot of information out there that could take you years to gather on your own. In six short hours, we'll give you what we believe is the best, most important information to help you be the best you can be.

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- If you prefer to fax us your registration, the number is 1-913-362-4241. Please include credit card information or mail in your payment before the seminar date.
- Of course, you can complete the enrollment form below, clip it and mail it with payment to: Human Resources Council, P.O. Box 804441, Kansas City, MO 64180-4441.

Whatever your method of registration, be sure to enroll right away since space is limited. As soon as we receive your enrollment, we'll send your Express Admission Ticket. Simply bring it with you to the program and hand it to the registrar. If your ticket doesn't arrive before the seminar, be sure to go anyway. We'll be expecting you. Walk-in registrations are welcome on a space-available basis only.

Your tuition is tax deductible. Even the government smiles on professional education. All expenses of Continuing Education (including registration fees, travel, meals and lodging) taken to maintain and improve professional skills are tax deductible according to Treasury Regulation 1.162-5 Coughlin vs. Commissioner, 203 F2d 307.

Cancellations and substitutions. Cancellations received up to five working days before the seminar are refundable, minus a \$10 registration service charge. After that, cancellations are subject to the entire seminar fee, which you may apply toward a future seminar. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.

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Minimize costly FMLA administration errors with this vital training—includes a valuable update on the Department of Labor's new FMLA rules as well as court rulings you need to know!

FMLA

Compliance Update

◆
Learn how to avoid the most common mistakes managers make when administering FMLA leave ... along with proven tips and guidelines for updating your company's policies, practices and procedures

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