

FMLA IN THE REAL WORLD: BASIC ADMINISTRATION PROCEDURES

SMALL-GROUP WORKSHOP ANNOUNCEMENT

The Family and Medical Leave Act (FMLA) - are these six words a source of frustration for you? If so, you are not alone. Employers routinely cite the FMLA as one of their most difficult administrative challenges.

Let The Employers Council help you overcome this frustration. Join us for a small-group, interactive workshop that will clarify and simplify your company's FMLA administration. Knowledgeable Council staff will walk attendees through a step-by-step FMLA procedure guide, which incorporates recent legislative and regulatory changes. Attendees will then apply this guide to resolve real-life FMLA scenarios. Topics to be covered include:

- ▶ Criteria an employee must meet to be eligible for FMLA leave
- ▶ Qualifying reasons for FMLA leave
- ▶ What constitutes a serious health condition under the FMLA
- ▶ Notices employers need to provide
- ▶ Types of leave employees can take (block, intermittent, or reduced-schedule leave)
- ▶ Running an employee's paid time off concurrently with FMLA leave
- ▶ Employee reinstatement rights



Who should attend: Any human resource professional, benefits administrator, or other company manager who needs an introduction to or basic refresher on FMLA administration. **Small-group workshops are limited to 13 attendees and are for Council members only.**

Certification: This program is approved for 2.5 general recertification credit hours toward PHR, SPHR, and GPHR recertification through HR Certification Institute.

Where: The Employers Council
175 W 200 S #2005, SLC, UT
Cost: \$79 per Council member

When: Thursday, February 2, 2012
Workshop: 8:00 - 10:30 a.m.
Registration & continental breakfast: 7:45 - 8:00 a.m.

REGISTRATION INFORMATION:

Name _____
Name _____
Name _____
Company _____
Address _____
City/State/Zip _____
Phone _____ Fax _____
E-mail Address(es) of person(s) to receive reminder:

PAYMENT METHOD:

**Cost: \$79 per Council member
(Council members only)**
 Check Enclosed
 Bill Me
 Charge Credit Card
 Visa Master Card Amer Exp Discover
Credit Card # _____
Expiration Date _____
Name on card _____
Signature _____

Refund given if cancellation is received at least one week prior to workshop

Register for FMLA in the Real World: Basic Administration Procedures by:

E-mail: info@ecutah.org
Fax: 801-364-8915
Phone: 801-364-8479

Mail: The Employers Council
175 W 200 S, Suite 2005
Salt Lake City, UT 84101

* The use of this seal is not an endorsement by HR Certification Institute of the quality of this program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit.