

Includes the most
current FMLA updates

FMLA Compliance

*Avoid costly mistakes from ever-changing
FMLA legal requirements*

In just one day, learn:

- How FMLA is interpreted by today's courts — what the law really says.
- The best way to coordinate your FMLA policy with other leave policies, such as vacation and sick leave, to avoid confusing overlap.
- Choices you can make concerning FMLA now that will prevent problems in the future.
- How FMLA can work to your advantage, how it can quickly turn against you and how it can get downright brutal if you're not careful!
- What to do about employees who abuse FMLA.
- Why employers should beware! Recent court cases tell us to act with caution when it comes to FMLA.
- The latest developments in FMLA regulations: what they are and how they affect you.
- The most common misunderstandings about FMLA and how they can get you into trouble.
- Paperwork and the FMLA — the unusual and specific ways it must be completed.
- What to do when you think an employee is “faking it.”
- The terrible triangle: guidelines for untangling leave and disability issues that involve FMLA, ADA and workers' compensation.
- How to resolve dilemmas regarding pregnancy and maternity/paternity leave.

 **FRED PRYOR SEMINARS**

This course qualifies for CPE, HRCI and
PDC credits. See details on page 6.



EXPRESS CODE

913574

- Enroll Today
- pryor.com

*“The seminar explained helpful ways to administer FMLA that
I was not aware of.” Regina Denson, Payroll Specialist, Sidel, Inc.*

Practical, Everyday Applications of FMLA for Your Workplace

Since the inception of the Family and Medical Leave Act in 1993, the confusion surrounding the law and its interpretations has continued to deepen throughout the years. Court decisions and opinions by the Department of Labor (DOL) — which issues the operational regulations — have further muddied the waters and made human resources personnel unsure about what to do. Some professionals have made mistakes that cost their organizations plenty, while others continue to hold their breath and hope for the best. The complexities of FMLA law can be a source of constant worry because the stakes are extremely high and the opportunities for error are practically endless.

Make no mistake — FMLA does NOT stand for “Friendly Medical Leave Act!” In fact, it’s anything but.

Consider what these cases taught us:

- *Saroli vs. Automation & Modular Components, Inc.* — **It is extremely costly to only grudgingly honor an employee’s right to leave** and to maintain a corporate culture that treads on employees’ rights.
- *Smith vs. K&F Industries, Inc.* — There ARE circumstances in which **organizations with fewer than 15 employees can be liable under FMLA.**
- *Spangler vs. Federal Home Loan Bank of Des Moines* — Even a conversational, **casual reference to a recurring medical condition can constitute a request for FMLA leave.**

The examples go on and on and that’s why HR personnel and managers can’t afford to assume what they think they know about FMLA is true. Attend this seminar and get the practical, applied facts and keep your company out of trouble.

Have you ever faced these GRAY AREAS? (They’re based on actual court cases!)

ROLLING LEAVE RICHARD

Richard has already taken 12 weeks of leave during one calendar year to handle a family crisis. Now he needs to be gone again. He claims the FMLA 12-month benefit period can be figured on a rolling calendar, which would allow him to take the additional leave time he wants.

Do you have to give him additional leave under FMLA?

DOCTOR-TO-DOCTOR DELORES

Delores has a medical condition that has caused her to use FMLA benefits repeatedly. She wants to just resubmit new forms from her doctor each time she needs to be away from work. But most of all, she doesn’t want your company physician to confer with her doctor.

Can you insist the company doctor talk to her private physician?

ACTIVE DUTY ARNIE

Reservist Arnie was called up to active duty and wants to count 12 weeks of the time for FMLA benefits. Your HR director doesn’t think this sounds right.

Does active duty by military reservists count toward FMLA leave?

EXTRA TIME EVA

By mutual consent, Eva has taken six weeks of leave from your organization. Now she wants to extend it by 30 additional days. Your company says “no way.”

Can leave not designated as FMLA be claimed as such after the fact?

ON AGAIN, OFF AGAIN OLLIE

Ollie’s company granted him FMLA leave. However, 30 days later, HR discovered Ollie actually hadn’t worked enough hours to be eligible for FMLA leave.

Can the organization cancel Ollie’s FMLA status after it has already been granted?

Get resolutions to these real-life situations and others at this valuable, fact-filled seminar.

Register Today! • www.pryor.com

Three Key Areas that Keep HR Personnel and Managers Up at Night

1 Understanding FMLA Basics

Which employees are covered under FMLA? Which employees are eligible for benefits and what are they entitled to receive? What constitutes a serious health condition under FMLA? How should employees be notified of their rights? Who takes care of the health insurance premiums: the employee or your company? Under what conditions must you hold someone's job open? You'll get answers to these questions and many others.

2 Untangling the FMLA Web

Uncover the significant areas of overlap between ADA, workers' compensation and FMLA. What's considered an unlawful act under FMLA and how should an employer deal with employee abuse or fraud? Explore actual cases, some in favor of the employer and others where the court ruled for the employee. Find out what you need to do to stay out of court with an FMLA case.

3 Exploring Real-Life Issues

How should you handle "reduced schedule" leave to stay out of hot water? How can you keep up with the evolving FMLA interpretations? Find out what qualifies as an equivalent position when an employee returns to work and what doesn't. Learn how to use key employee status to protect your company. Know what you must do to fulfill employee notification requirements: when and how to communicate to achieve the best results, while limiting liability.

Question: How could something that sounds so straightforward cause so much grief and confusion for employers?

The Family and Medical Leave Act allows qualified employees to take job-protected, unpaid leave for up to 12 work weeks during any 12-month period because of:

- The birth of a son or daughter
- An adoption by or foster care placement with the employee
- The need to care for a family member who has a serious health condition
- A serious health condition that makes the employee unable to work

Answer: In as many ways as you have employees!

Put an end to your worry and uncertainty with the up-to-date, in-depth information you'll learn at this seminar.

Who Should Attend? YOU, if:

- You manage or work in an HR department
- You manage a department or a team of employees

Can your company afford to lose \$576,906 because YOU didn't handle FMLA correctly? That's what one restaurant had to pay. Stay out of trouble by investing just one day in this information-packed seminar!

"It was important for me to know who was covered by FMLA and the proper rules. We don't currently use FMLA, but after today I know that we should be. I learned more than I thought or expected to learn!"

**DeQuentin Davis,
Director of Human
Resources
Montgomery AIDS Outreach**

*"Very informative!
Quite beneficial -
I plan to implement
several new policies
because of this seminar!"*

**Crystal Hemphill, Director
of Human Resources
Reading is Fundamental®**

What You'll Learn Can Protect Your Organization

Understanding FMLA Basics

- What has changed with FMLA in the years since it was enacted and how the changes affect employers.
- The rule on employee eligibility: Does it vary from business to business?
- How your personnel policies affect an employee's claim to FMLA benefits.
- Not as straightforward as it might seem: a look at calculating the 12-month period for FMLA.
- International workers and FMLA — what's the rule for their eligibility?
- The importance of calculating your number of employees correctly.
- True or false? Paid leave benefits must be exhausted before FMLA goes into effect.
- What's considered a legitimate reason to take FMLA leave? What isn't?
- The real meaning of the term child for FMLA purposes (it's different than you may think).
- How intermittent leave is handled differently from continuous leave, and the problems it can trigger.
- The definition of "no fault" attendance policies and how they can affect your company.

Untangling the FMLA Web

- Make sense of the significant areas of overlap between FMLA, ADA and workers' compensation.
- What employers can and cannot do when it comes to enforcing policy.
- What the law says you must include in your employee handbook regarding FMLA.
- How to deal with FMLA abuse or fraud without creating company liability.
- Consequences recently experienced by companies who did not comply with FMLA.
- If an employee doesn't ask for FMLA benefits, do you have to provide them?

- How much responsibility a company has, according to the courts, to keep employees aware of the amount of FMLA leave they have used.
- An examination of your rights for requesting medical information.
- What you can do when medical opinions don't agree.
- If the employee requests paid leave instead of unpaid leave, does your right to request medical information change?
- What you must do to avoid liability when you want to terminate an employee who is on FMLA leave.

Exploring Real-Life Issues

- The legal way to handle the employee who may be "faking it" — what you can do if you doubt the validity of an employee's claim.
- Intermittent leave records: what will and won't stand up in a government audit.
- How to protect your company when an employee on reduced-schedule leave wants or needs to be transferred to another position.
- Department of Labor hot spots every employer should avoid at all costs.
- DOL's plan for a new regulation and how it will affect employers.
- Who is eligible for the new benefit allowing 26-week caregiver leave?
- A test for "equivalent status" of a position to which an employee is returning.
- When you can refuse to reinstate an employee to an equivalent position.
- A new eligibility rule — an exigency caused by military service — you need to know.
- What to do when an employee disputes the equivalency of the reinstatement position and how to do it in a way that minimizes ill will.
- When and how to communicate with employees to minimize corporate liability.
- Where to locate the latest information on FMLA to stay on top of changes.

Five Reasons to Register Today

1 Your company's potential liability for FMLA infractions makes attending this seminar the smart thing to do.

Why risk hundreds of thousands of dollars and your peace of mind? An investment of just one day provides you with the information you need to protect yourself and your organization.

2 You'll get answers to YOUR questions about FMLA.

In addition to a complete program on FMLA, you will have the opportunity to ask specific questions about FMLA-related situations you are facing in your workplace.

3 You can test your abilities by examining FMLA cases and choosing a course of action.

Sometimes the best way to learn is by doing. We will review specific situations and give you the opportunity to consider what you would do in each. Then, we'll discuss the best course of action. It's a great learning lab.

4 You'll learn to think like a judge.

We'll discuss cases that actually came before the courts and look at the reasoning behind each decision. Before the day is over, you'll be looking at FMLA situations like a legal eagle.

5 You'll spend a day away from the office devoted entirely to learning.

Away from the phones, employee interruptions and inner-office requests, you'll be able to concentrate fully on understanding FMLA and how it affects your organization.

If you've struggled to comply with FMLA or you're concerned about its impact on your company, this is a seminar you must not miss!

FREE DIGITAL RESOURCES FOR EVERY PARTICIPANT



Your registration includes a variety of seminar resources that highlight pertinent information. These materials are offered digitally—making learning interactive and easily accessible. Reference these materials time and time again to recall key points and problem solve.

A Quick Test

to Help You Decide Whether This Seminar Is Right for You

1. Are you absolutely sure your company is keeping FMLA records in a way that will stand up in court?
 Yes No Not Sure
2. Are your employees ALL aware of their FMLA benefits?
 Yes No Not Sure
3. If a question came up with regard to how an employee was using FMLA benefits, would the company turn to you for answers?
 Yes No Not Sure
4. If an employee came to you with questions about FMLA benefits, would you have the answers, or would you know where to find them?
 Yes No Not Sure

If you couldn't answer "Yes" to every one of these questions, you should attend this program.

REGISTRATION INFORMATION

Enroll Today! Hurry, our seats fill fast. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. Payment is due before the program.

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure



CANCELLATIONS AND SUBSTITUTIONS

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time within 12 months. Please note, if you do not cancel and do not attend, you are still responsible for payment.

PLEASE NOTE

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.pryor.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- You will receive a Certificate of Attendance at the end of the program.

TAX-EXEMPT ORGANIZATIONS

If you are tax-exempt, enter your tax-exempt number in Section 6 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

TAX DEDUCTION

If the purpose of attending a Fred Pryor seminar is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

CONTINUING EDUCATION UNITS (CEUs)

Fred Pryor Seminars offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. Questions or concerns should be directed to your professional licensing board or agency.

CONTINUING PROFESSIONAL EDUCATION (CPE)

Fred Pryor Seminars and CareerTrack, divisions of Pryor Learning are registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of Accountancy have the final authority on the acceptance of individual course for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org. Fred Pryor Seminars and CareerTrack's Sponsor ID number is 109474. This course qualifies for 6 CPE credits.

HRCI RECERTIFICATION CREDITS (HRCI)

This program has been approved for recertification credit hours through the HR Certification Institute. For more information about certification or recertification, please visit the HR Certification Institute homepage at www.hrci.org. This course qualifies for 5.5 HRCI recertification credits.

PROFESSIONAL DEVELOPMENT CREDITS (PDCs)

Fred Pryor Seminars and CareerTrack, divisions of Pryor Learning are recognized by SHRM to offer SHRM-CP or SHRM-SCP professional development credits (PDCs). This program is valid for 6 PDCs. For more information about certification or recertification, please visit shrmcertification.org.

COMPLETION & CONTINUING EDUCATION CERTIFICATES

To obtain a certificate documenting your completion and/or CEU, CPE, HRCI or PDC credits, please visit www.pryor.com/certificate. Certificates will be available 10 days after your event has ended.

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Guaranteed Results

All of our seminars are 100% SATISFACTION GUARANTEED! We're confident this seminar will provide you with vital, up-to-date information about the Family and Medical Leave Act (FMLA), how it can affect your organization and what you should do to protect your company. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.

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Onsite Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options.

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pryor.com/onsite

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- Online pryor.com
- Call 1-800-556-2998

- Fax to 913-967-8849
- Mail your registration

1 YES! Please register me for the one-day *FMLA Compliance* program indicated in Section 5. Group discounts available; see page 6 for details.

2 IMPORTANT! Please fill in VIP number as it appears on the address label
VIP _____ (_____) IF AVAILABLE

3 ORGANIZATION INFORMATION
 Organization: _____
 Address: _____
 City: _____ St: _____ ZIP: _____
 Tele: _____ Fax: _____
 Approving Mgr's Name: Mr. Ms. _____
 Job Title: _____
 Email Address: _____ Business Home

4 QUICK CONFIRMATION
 Please email or fax my confirmation to me within 48 hours.
 My email address or fax number is: _____

5 NAMES OF ATTENDEES (Please list additional names on a separate sheet.)

#1 Attendee's Name
 Mr. _____
 Ms. _____
 Job Title _____ City Event # _____
 # _____ # _____ # _____ # _____
 Email (required): _____ Business Home

#2 Attendee's Name
 Mr. _____
 Ms. _____
 Job Title _____ City Event # _____
 # _____ # _____ # _____ # _____
 Email (required): _____ Business Home

6 METHOD OF PAYMENT (Payment is due before the program.) Please make checks payable to Fred Pryor Seminars and return form to: P.O. Box 738002, Dallas, TX 75373-8002. Our federal ID# is 92-2053228 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii ((4.166%; plus applicable county surcharge), South Dakota (6.5%) and West Virginia (6%; plus applicable local tax).
 Total amount due: \$ _____
 Check # _____ (payable to Fred Pryor Seminars) is enclosed.
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 Purchase order # _____ is enclosed. (Attach purchase order to completed registration form.)
 Charge to: AMEX DISCOVER MC VISA
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 EXPIRATION DATE

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 Card Holder's Name _____
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 Please attach a copy of your Tax-Exempt Certificate for payment processing.

Note: If you've already registered by phone, by fax or online, please do not return this form.

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The program that's been over a decade in the making, now here at last ...

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