



# The Family & Medical Leave Act A Practical Overview

## Feeling overwhelmed by FMLA requirements?

You're not alone—the FMLA is one of the most complicated employment laws that employers have to manage. It doesn't have to be so confusing and frustrating. "FMLA: A Practical Overview" is a seminar that provides a "nuts and bolts" explanation of FMLA requirements. No legalese, just easy to understand explanations about how to manage FMLA requirements in real-life settings.

## What the seminar will cover

- Employee eligibility requirements
- The qualifying reasons for taking leave
- How long leaves can last and the different ways leave can be taken (including intermittent and reduced-schedule leaves)
- How to determine how much FMLA time an employee has available
- The leave request process (including medical certifications)
- Required employer FMLA notices
- Employee rights while on leave (benefit maintenance, etc.)
- How to track leave time
- Managing employees on leave
- Employee reinstatement rights
- How to avoid the most common FMLA compliance traps
- And much more!

Each participant will receive a comprehensive, reader-friendly seminar manual summarizing FMLA requirements, which includes copies of FMLA notices and forms.

### Who Should Attend?

- Anyone involved in administering any aspect of FMLA:
  - Human resource personnel
  - Managers or supervisors
  - In-house legal counsels

*Date*..... **Thursday, June 23, 2005**  
*Time*..... **9:00 am – 12 noon**  
*Cost*..... **\$100**  
                   **\$50 for a qualifying company**  
*Location*..... **MATC – 2<sup>nd</sup> floor Conference Room**  
                           987 S. Geneva Rd, Orem, UT  
                           (One block north of University Pky)

Minimum Enrollment 15

## The Presenter

**Jonathan K. Driggs** is an employment law attorney with over 12 years of experience, including three years with the Utah Labor Commission. He has represented and presented legal seminars for employers of all industry-types throughout much of the country. As a popular seminar presenter and speaker, Jonathan consistently receives the highest marks for his ability to translate "legalese" into clear, concise explanations—and for his relaxed, humor-filled presentation style.

## For more details and enrollment information

Call one of the following individuals:

- (801) 863-7538 - **Lionel Blau, Vice President**
- (801) 863-7649 - **Randall Reeves, Manager**
- (801) 863-7514 - **Roger Rice, Manager**
- (801) 863-7656 - **Charalene Whitehead, Administrative Assistant**



Enroll

