COURSE SYLLABUS

Family and Medical Leave Act (FMLA) for Supervisors and HR Practitioners Course

Understand the requirements of the Family and Medical Leave Act (FMLA) to effectively manage leave requests and ensure compliance.

Group classes (Washington, DC) and onsite training are available for this course.
For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/family-and-medical-leave-act-for-supervisors-and-hr-practitioners



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Course Outline

Module 1: Overview of the FMLA in the Federal Sector

- Describe FMLA leave entitlements for federal employees.
- Discuss the differences between Title I and Title II employees, as well as other federal-sector FMLA coverage categories.
- Identify the agencies and legal frameworks responsible for administering FMLA in the federal sector.
- Recognize the consequences of incorrect coverage determinations for supervisors, managers, and FMLA administrators.

Module 2: Determining Whether Leave Is Covered by the FMLA

- Evaluate whether a leave request qualifies under federal FMLA rules, including key differences between Title I and Title II employees.
- Review covered reasons for leave, including serious health conditions, pregnancy and prenatal care, adoption and foster care, and military family leave.
- Understand how Paid Parental Leave for Title II employees works, including eligibility requirements and the service agreement.
- Examine employee and agency responsibilities for notice, medical certification, recertification, and intermittent or reduced schedule leave.

Module 3: Administering FMLA Leave

- Calculate available FMLA leave, including the 12-month leave year and how different calculation methods apply.
- Understand when and how employees may substitute paid leave for unpaid FMLA leave.
- Explore the operational and compliance challenges of intermittent leave, including tracking usage, temporary reassignment, and recertification.
- Review agency responsibilities for recordkeeping, benefits administration, and reducing potential leave abuse while preserving employee rights.

Module 4: Interaction of FMLA with Other Laws and Policies

- Understand how FMLA runs concurrently with paid leave and interacts with agency leave policies and other workplace rules.
- Review how FMLA intersects with workers' compensation, temporary disability-related issues, and reasonable accommodation obligations.
- Examine the effect of FMLA leave on pay and benefits, including retention of accrued benefits and limits on benefit accrual during leave.

- Identify compliance issues that arise when multiple legal or policy frameworks apply to the same absence or workplace situation.

Module 5: Returning Employees to Work from FMLA Leave

- Learn the requirements for restoring employees to duty following FMLA leave.
- Review employee rights to return to the same or an equivalent position, including pay, schedule, status, and benefits.
- Understand when agencies may require fitness-for-duty documentation and how those rules differ for Title I and Title II employees.
- Examine limits on restoration rights, including situations involving reductions in force and other circumstances in which an employee would not otherwise have remained in the position.