



Course Title: *FMLA Update*

Course Description

Why do we need to document FMLA? It's the law! This course serves as a refresher for those who have previously taken the FMLA course and will update participants of the recent changes in the FMLA regulations. This interactive course is designed to give timekeepers working knowledge of the Family Medical Leave Act (FMLA). Come listen to our panel of experts define FMLA and walk you through the process—tracking and coding. You'll leave with tools to use and a list of resources for help with applying this intricate law.

Goal

At the conclusion of this class you will have working knowledge of the FMLA process at the City of Gainesville.

Learning Objectives

- Identify the business case
- Define FMLA
- Identify the recent changes in the FMLA law
- Identify steps in FMLA Process
- Identify how to track FMLA
- Identify how to Code FMLA
- List your resources

Open to: Timekeepers

Organizational Needs Addressed: City Manager's Transformation Goals: Emphasize Professionalism and Skills, Individual Contributor Development; Investment in Employees Transformation Plan: Empowering Employees, Improving Employee Morale; GRU Balanced Scorecard Strategic Objective: Ensure Employee Continuity

Competencies Addressed: Effectiveness and Productivity, Problem Solving and Decision Making, Planning and Organizing, Professional Development

Length of Class: Four Hours