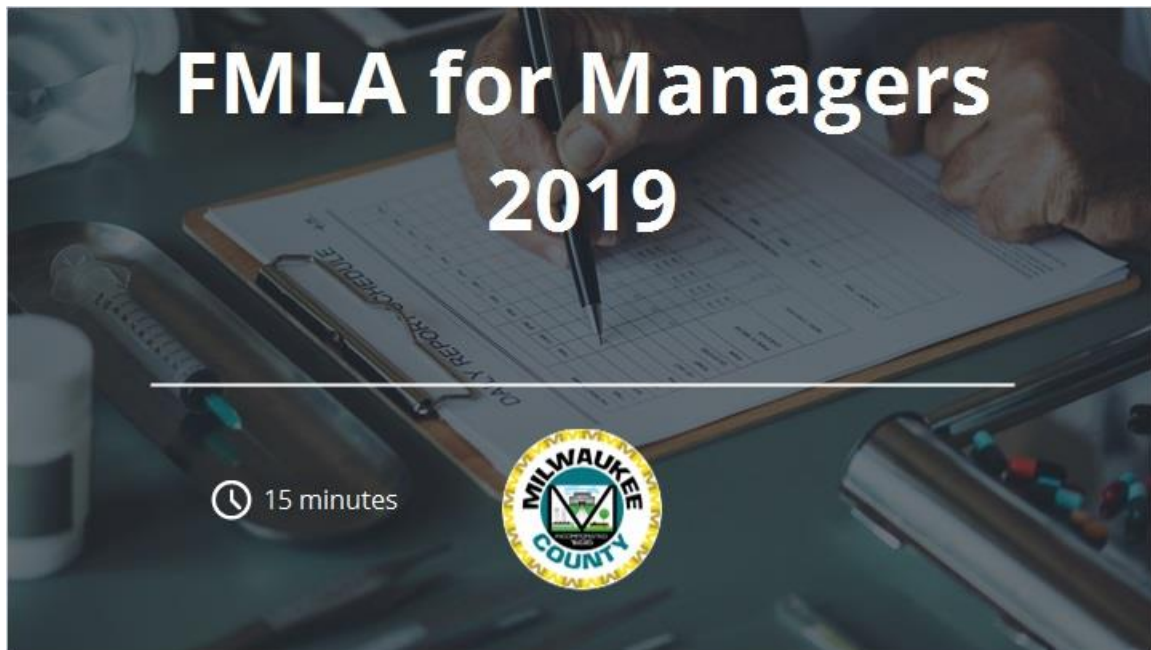


## FMLA 2019

### 1. Title

#### 1.1 Title



#### Notes:

This is the main menu. To get course credit, you must complete each lesson. Select a lesson to learn about that topic.

## 1.2 Default bullets

# Welcome to the Course

**In this course, you will learn:**

- What FMLA is
- When employees are entitled to FMLA
- How to handle an FMLA leave request
- The ongoing FMLA process
- Milwaukee County's responsibilities
- What you should do as a manager

A stylized illustration of a man in a white lab coat over a blue shirt and tie. He is holding a dark blue clipboard in his right hand and a pen in his left hand. The background is a light gray with a subtle grid pattern.


## 1.3 Content-1

# Introduction

Milwaukee County has created an Administrative Manual of Operating Procedures (AMOP) document for FMLA.

This training will provide a high level overview of the contents contained within this AMOP to review the manager's responsibilities to the employees who file for FMLA.

Managers must reference the FMLA AMOP for further details contained within this training. Once you complete this training, you will be directed to the FMLA AMOP to sign and acknowledge that you have received the FMLA AMOP.

A stylized illustration of a man in a white lab coat over a blue shirt and tie. He is facing forward. The background is a light gray with a subtle grid pattern.

## 1.4 Content-2



### What is FMLA?

The Family Medical Leave Act provides up to 12 weeks of unpaid, job protected leave to eligible employees for certain family and medical reasons. In accordance with these laws, Milwaukee County will provide Family Medical Leave to individuals qualified by these laws.

## 1.5 Content-2

### Employees are entitled to FMLA when:

- Incapacitated due to pregnancy, prenatal medical care or child birth
- Caring for a child after birth, adoption or foster care
- Caring for employee's spouse, son, daughter, or parent who has a serious health condition (SHC)
- Caring for their own serious health condition (SHC)
- On military leave
- Caring for an injured service member (eligible for up to 26 weeks of leave for this purpose only)



## 1.6 Meet the Team

### Handling an FMLA Request

If you become aware that one of your employees needs FMLA leave, have them call 1-877-462-3652 or log into [www.fmlasource.com](http://www.fmlasource.com) to initiate their leave request.

DO NOT ask them to divulge their condition. You may wish to provide a copy of the Leave of Absence Claim Submission Checklist and note that you did so for your records.



## 1.7 Content-2

### Next Steps

- The employee files for FMLA
- The application materials are sent directly to the employee by mail or via email
- FMLASource will include instructions and the forms to be completed by the employee's health care provider to process their leave
- FMLASource will notify them of the status of their FMLA claim once it has been processed
- The HR Business Partner and FMLA Program Manager also receive copies of all FMLASource documents related to the leave





## 1.8 Content-2



### Employee Responsibilities

Once leave is approved, employees should:

- Inform their manager or supervisor of their approved dates of leave
- Follow normal policies and procedures for calling in each time they are approved for and are taking intermittent leave

## 1.9 Content-2

### Milwaukee County's Responsibility

**Job benefits and protection:**

- Employees accrues hours of service during paid leave
- Employees must be restored to their previous job or an equivalent position with equivalent benefits, pay and other terms and conditions of employment upon returning to work after a FMLA leave
- Employees continue their health insurance while on FMLA, provided they pay the employee portion of their premiums, even if on unpaid leave



## 1.10 Content-2

### Milwaukee County's Responsibility (cont'd)

Employees who return to work from a continuous leave of absence for their own serious health condition (SHC) will need to provide a medical certification upon their return to the position, either to FMLASource or their manager. Employees on intermittent leaves do not have to provide medical documentation.



## 1.11 Content-2

### As a Manager, You:

- Cannot discipline an employee for taking time off under FMLA or count time against their attendance
- Will generally view the employee as a good performer during their time on FMLA
- Cannot refuse to hire or promote an employee because they took FMLA
- Cannot use the taking of FMLA leave as a reason to take any adverse employment action against an employee who took FMLA leave



## 1.12 Content-2

### Tips for Managers



- Contact your HR Business Partner if you have not received a copy of your employee's FMLA certification
- Remind employees using intermittent FMLA that they must follow their department's absence procedures *as well as* reporting intermittent leave within 48 hours to FMLA Source
- Reference FMLA approval notifications via HR Business Partner to verify or review the circumstances of the FMLA approval
- Contact the FMLA Program Manager at 414-278-3936 if you have any questions regarding the FMLA process or its procedures

## 1.13 Content-2

### Thank You!

You have completed the FMLA for Managers 2019 course. You may now close this window and open the FMLA AMOP.

Notes:

