

# MANAGING LEAVES OF ABSENCE training



Family, medical, workers' compensation, military and other exigency leaves can have a significant impact on productivity and morale. A supervisor must be able to recognize when an employee is entitled to a leave and effectively manage an employee on a leave of absence. Ineffective management of leaves can result in abuse by employees. Participants will learn the legal protections afforded to employees under various federal and state leave laws and how best to manage employee leaves of absence.

## IN MANAGING LEAVES OF ABSENCE TRAINING YOUR SUPERVISORS WILL LEARN:

- How to recognize when employees are covered by family, medical and military leave laws
- When accommodations are required under the Americans with Disabilities Act
- What benefits must be provided when an employee is on a leave
- When an employee must be reinstated after a leave
- How to respond to leaves of absence due to work-related injuries
- How to respond to requests for time off
- How to curb abuses
- What your organization's policies must provide
- How to avoid retaliation claims

*This training will use case studies and active participation to help teach supervisors how to deal with this sometimes difficult and frustrating issue. Not only will supervisors learn what the various federal and state laws require, but also what your organization's policy requires.*

