

## Demystifying Employee Leave: The FMLA, the ADA and Employer Policies

**Thursday, March 22, 2018**

Drummond Woodsum | Portland, ME

8:45 AM - 2:30 PM *(breakfast and lunch included)*

Registration from 8:45-8:55 AM. Program starts at 9:00 AM.

### **Presented by:**



Laurel A.V. McClead



Kathleen E. Landis

This full-day program is designed for school employers who want to learn when and how to apply the FMLA, the ADA and their own policies to employee leave issues. This program will provide detailed overviews of the Maine and federal Family and Medical Leave Acts and the provisions of the ADA affecting leave and absences from work. We will also address difficult but common FMLA and ADA issues, how these laws intersect with employer policies and other types of leave, practical application of leave laws and policies, and how to develop processes around responding to leave requests in order to minimize risk and maximize employer flexibility. This program will include individual and group exercises as well as plenty of opportunities to ask questions.

### **Workshop topics will include:**

- FMLA basics such as leave eligibility, designation, notice requirements and reinstatement
- Requests for leave as a reasonable accommodation and extensions of leave
- How to handle insufficient, incomplete or lack of documentation
- Intermittent leave
- Communication with employees on leave or requesting leave
- The intersection of FMLA with Maine and federal leave and discrimination laws, including workers' compensation, the ADA, and the MHRA
- Best practices for responding to leave requests
- And more!





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Please join us for this hands-on program where Drummond Woodsum attorneys **Laurel McClead** and **Kathleen Landis** will address the difficult and common issues pertaining to employee leave. Topics will range from FMLA and ADA issues, to best practices in handling documentation, leave requests, and much more.

**Who should attend?** This program is designed for business managers, assistant business managers, human resource professionals, and any payroll or administrative staff tasked with administering employee leaves.

### 4 Easy Ways to Register

-  **Online** schoollaw.com
-  **Mail** PO Box 7570 DTS  
Portland, ME 04112
-  **Fax** 207.772.3627
-  **Phone** Donna Swiderek  
1.800.727.1941

### Program Location:

Drummond Woodsum Conference Center  
84 Marginal Way, Suite 600, Portland, ME 04101

### Late Registrations

Walk-ins are welcome, space permitting. Please contact us at least 1 business day prior to the event. If we are able to accommodate walk-ins, payment (via check or credit card) is required upon check-in at the event.

### Cancellations

Cancellations are subject to a non-refundable \$20.00 administrative fee. Substitutions are permitted. To receive a refund, your written cancellation must be received 7 or more business days prior to the event. Anything after that will not be eligible for a refund.

For the complete cancellation/refund policy, please visit us at schoollaw.com

## REGISTRATION FORM

### Affirmative Action and Beyond

Workshop | Thursday, March 22, 2018 | 8:45 AM - 2:30 PM

\$219 for first registrant, \$199 for each additional registrant from the same school unit (breakfast and lunch included)  
Conference Code #180322/1060

### Attendee Information:

School Unit \_\_\_\_\_  
Name (as it should appear on the name badge) \_\_\_\_\_  
Job Title \_\_\_\_\_  
Billing Address \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Payment may be made by check or credit card. Payment is required prior to the scheduled event.

### Payment Options:

- ☐ Check enclosed (payable to SchoolLaw.com)
- ☐ Send me an invoice:  
PO# \_\_\_\_\_

Charge my ☐ MasterCard ☐ Visa ☐ AMEX

Card number \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Expiration date \_\_\_\_\_