

Employer's Guide to the Federal Family and Medical Leave Act - 10th Edition

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The FMLA represents the first federal law that guarantees employees the right to take leaves to care for newborn children, adopted children, and seriously ill family members. It also allows employees to take leaves needed due to their own serious health conditions. The law usually requires employers to maintain health insurance benefits in effect, continue life and disability insurance, allow the use of vacation and sick leave benefits, and comply with numerous other rules. These rules regulate employee handbooks, written notice, record-keeping, and posting requirements. It also establishes serious sanctions and penalties that can be imposed against employers who do not comply.

In this publication, Attorney Richard J. Simmons of Sheppard, Mullin, Richter & Hampton LLP provides employers a guide through the complicated web of rules created by the law. Among the subjects addressed in the publication are the following:

- **Regulations and Changes**
- **Employee Eligibility Standards**
- **Insurance Obligations**
- **Sick Leave and Vacation Benefits**
- **12-Month Standard**
- **Exemptions**
- **Intermittent and Reduced Leaves**
- **Maximum Leave Rules**
- **Employer Notification Rules**
- **Record-Keeping Rules**
- **Relationship with Workers' Comp Laws**
- **Impact On State Laws**
- **Types of Leaves Allowed**

- **Sample Personnel Policies and Forms**
- **Employer Obligations**
- **Employee Notices**

- **Military Family Leaves**
- **Minimum Service Rules**
- **Reinstatement Rights**
- **Key Employee Exception**
- **Benefit Issues**
- **Medical Certification Rules**
- **Enforcement Rules**
- **Handbook Statements**
- **Sample Poster**
- **Sample Dr. Certification**

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