

# Publications

## Employment Law Policies and Forms

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*XpertHR*

Allen S. Kinzer, a partner in the Vorys Columbus office, and Barton A. Bixenstine, a partner in the Vorys Cleveland office, authored numerous policy documents for XpertHR. XpertHR is a unique online service to help employers comply with federal, state and municipal law, presented in a practical format designed specifically for HR Professionals.

Click on the links below to access the documents. (Subscription may be required).

[Salary Basis Policy](#)

[Tactics to Control Intermittent Leave Abuse - Checklist](#)

[Steps to Prevent FMLA Fraud and Abuse - Checklist](#)

[Family and Medical Leave Policy](#)

[HIPAA Authorization for Release of Information to Employer for Family Medical Leave Act \(FMLA\) Purposes Only](#)

[Certification of Health Care Provider for Employee's Serious Health Condition \(Family and Medical Leave Act\) Employer Created Form - WH-380-E](#)

[Certification of Health Care Provider for Family Member's Serious Health Condition \(Family and Medical Leave Act\) Employer Created Form - WH-380-F](#)

[Request for Family and Medical Leave Form](#)

[Bona Fide Sick Leave Plan Policy](#)

[Letter Informing a Nonexempt Employee of a Change in FLSA Status](#)

[Salary Basis Test - Checklist](#)

[FLSA Employee Classification Form](#)

[Letter Informing an Exempt Employee of a Change in FLSA Status](#)