

NATIONAL EMPLOYMENT LAW INSTITUTE
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THE NATIONAL EMPLOYMENT LAW INSTITUTE'S
**FAMILY & MEDICAL
LEAVE ACT WORKSHOP**

*A Limited Enrollment Workshop Updating FMLA Workplace Developments,
including Significant Court Cases and DOL's Latest Regulations.*

Chicago, IL - June 2 • Newark, NJ - June 7

Washington, D.C. - June 9 • Houston, TX - June 14 • Denver, CO - June 16

Seattle, WA - June 21 • Atlanta, GA - June 30

FMLA / CALIFORNIA FAMILY RIGHTS ACT (CFRA) WORKSHOP

Los Angeles, CA - June 23 • San Francisco, CA - June 28

Exploring the Interaction Between the FMLA, the CFRA, and the PDL.

REGISTRATION AND ORDER FORM

Please accept my registration for the:

2011 FAMILY & MEDICAL LEAVE ACT WORKSHOP

- Chicago, June 2 • *Early Registration Cut-Off - May 12*
- Newark, June 7 • *Early Registration Cut-Off - May 17*
- Washington, D.C., June 9 • *Early Registration Cut-Off - May 19*
- Houston, June 14 • *Early Registration Cut-Off - May 24*
- Denver, June 16 • *Early Registration Cut-Off - May 26*
- Seattle, June 21 • *Early Registration Cut-Off - May 31*
- Los Angeles, June 23 • *Early Registration Cut-Off - June 2*
- San Francisco, June 28 • *Early Registration Cut-Off - June 7*
- Atlanta, June 30 • *Early Registration Cut-Off - June 9*

Registration Fee:\$495.00

Early Registration Fee:\$445.00

(Paid Registration received by cut-off date above.)

- I am unable to attend. Please send me the: **FMLA Workbook**
Print ___ copies @ **\$119.00**..... _____
Searchable CD ___ copies @ **\$99.00**..... _____
Print & Searchable CD ___ copies @ **\$169.00**.... _____

Shipping and Handling (\$7.00 for print copy, no charge for CD) _____

Colorado residents add 7.3% sales tax (publications only) _____

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(Note: Confirmations and program announcements sent via e-mail.)

Do you require any accommodation, due to a disability, to attend this program? No Yes
(Describe) _____

NOTE: FOR CLE CREDIT, provide state and bar numbers.

■ REGISTRATION INFORMATION

Early registration is advised. Registrations will be confirmed by e-mail or another method if requested. On-site registrations are subject to space availability.

Registration Fee is based upon cut-off date in program city (listed above) -- **\$445.00 if received before cut-off date; \$495.00 if payment is received after cut-off date.** Includes non-refundable administrative fee (see Cancellation Policy below). **Payment in full is required prior to the Workshop.**

Group Rates, Discounts and Substitutions are available and permissible. Email neli@neli.org for more information.

Cancellation Policy: Cancellations must be confirmed in writing and addressed to the Registrar. Registrations cancelled more than ten business days prior to the program may elect to receive a full fee credit, or a refund, less a \$100.00 administrative fee. Those cancelled ten or fewer business days prior to the program will receive a fee credit, less a \$200.00 administrative fee. Transfers between cities must be pre-approved. Fee credits may be applied during the next 12 month period to any of the Institute's programs or publications. Paid no-shows will receive the program Workbook upon request in full consideration of fees paid. Unpaid cancellations and unpaid no-shows are liable for the registration fee.

■ CONTINUING EDUCATION

NELI's programs are approved for CLE credit in jurisdictions with mandatory CLE requirements. Attorneys applying for credit should so indicate on the registration form. Registrants may be required to file for credit on their own behalf in some jurisdictions; NELI will provide the necessary forms and proof of attendance. NELI is a State Bar of California MCLE approved provider, is recognized by professional associations as an approved CEU/CPE provider, and is an approved provider of HRCI/SHRM. NELI will validate forms and provide proof of attendance. This program will provide between 5.5 - 6.6 CLE hours, depending upon the jurisdiction. NELI will file in as many jurisdictions as you are licensed.

Meet your mid-year CLE requirements!

■ REGISTRATION PROCEDURE

MAIL: Send completed registration form with check or credit card information to the **National Employment Law Institute, 1601 Emerson Street, Denver, Colorado 80218.**

TELEPHONE: Call **(303) 861-5600**, 8:00 a.m. - 4:30 p.m. **Mountain Time**, for immediate confirmation.

FAX: Fax completed form to **(303) 861-5665.**

INTERNET: Register directly from our website at www.neli.org or e-mail complete information to registrar@neli.org.

■ WORKSHOP LOCATIONS

Please visit hotel websites for best-available guest room rates if you require an overnight stay. No room blocks are held in any location.

Chicago - *Four Seasons Hotel* • www.fourseasons.com
120 East Delaware Place, Chicago, IL 60611 • (312) 280-8800

Newark - *Hilton Newark Penn Station* • www.hilton.com
1048 Raymond Boulevard, Newark, NJ 07102 • (973) 622-5000

Washington, D.C. - *Ritz-Carlton, Pentagon City*
www.ritzcarlton.com
1250 South Hayes Street, Arlington, VA 22202 • (703) 415-5000

Houston - *Four Seasons Hotel* • www.fourseasons.com
1300 Lamar Street, Houston, TX 77010 • (713) 650-1300

Denver - *Crowne Plaza* • www.hoteldenver.net
1450 Glenarm Place, Denver, CO 80202 • (303) 573-1450

Seattle - *Red Lion Hotel on Fifth Avenue* • www.redlion.com
1415 Fifth Avenue, Seattle, WA 98101 • (206) 971-8000

Los Angeles - *Inter-Continental Century City*
www.intercontinental.com
2151 Avenue of the Stars, Los Angeles, CA 90067 • (310) 284-6500

San Francisco - *Omni San Francisco* • www.omnihotels.com
500 California Street, San Francisco, CA 94104 • (415) 677-9494

Atlanta - *Atlanta Marriott Downtown* • www.marriott.com
160 Spring Street, N.W., Atlanta, GA 30303 • (404) 688-8600

FMLA Workshop

Updating FMLA workplace developments, including significant court cases and DOL's latest regulations.

8:30 Workshop Check-In & Continental Breakfast

9:00 FMLA Overview

In this opening session, we will discuss coverage and eligibility, reasons for leave, including serious health condition of employee and family member, bonding, and family military, job protections including reinstatement and benefits, Department of Labor enforcement issues, latest case law developments in the retaliation and interference area.

10:30 Refreshment Break

10:45 Managing the Medical Process

Analysis of what is a serious health condition, who is a health care provider, medical certifications verifying an employee, family member and military family member's need for leave, how to handle incomplete and unclear certifications, best practices for authentication and clarification procedures, second and third opinions, medical exams and fitness for duty.

12:00 Luncheon (Hosted by NELI)

1:30 FMLA Leave Administration Do's and Don'ts

Discussion of employee notice, employer notice, including how to draft an effective FMLA handbook policy, enforcing call-in policies, strategic use of Department of Labor forms, substitution of paid leave, running FMLA leave concurrently with paid leave and other counting of leave issues, light duty, and more.

3:00 Refreshment Break

3:15 Strategies for Managing Intermittent Leave Abuse and Leave Overlap Issues

A review of best practices for managing intermittent and other leave abuse, overlap issues with the Americans with Disabilities Act including overtime, attendance, and medical verification of the need for leave.

4:30 Adjourn

In locations where that State's laws differ from Federal statute (i.e. Newark, Seattle), those distinctions will be addressed.

Chicago: Ellen McLaughlin, Sanders Lowery, Jeff Nowak

Newark: Megan Norris, Denise Keyser, Cheryl Stanton

Washington, D.C.: Megan Norris, Corrie Conway, Darrell VanDeusen

Houston: Megan Norris, Linda Headley, Mark Oberti

Denver: Ellen McLaughlin, Mark Parcheta, Erin Webber

Seattle: Linda Walton, Dan Grinfas, Julie Lucht

Atlanta: Ellen McLaughlin, Craig Cleland, David Gevertz

FMLA / California Family Rights Act (CFRA) Workshop

This program will explore the interaction between the FMLA, the CFRA, and the PDL, and will describe how to apply those laws in a coordinated fashion to manage difficult leave issues and achieve full compliance.

8:30 Workshop Check-In & Continental Breakfast

9:00 Overview

In this opening section we will discuss who is a covered employer, who is an eligible employee, what are qualifying circumstances, amount of leave, and overlap issues.

10:30 Refreshment Break

10:45 Managing the Leave Process

Developments to be discussed include: notice requirements for employees and employers; certification; serious health condition; second and third opinions; recertification; intermittent leave issues; and benefits during leave, including substitution of paid leave.

12:00 Luncheon (Hosted by NELI)

1:30 Return to Work

Analysis of this process where topics covered will include: reinstatement; management of performance; bonuses, retaliation, and interference.

3:00 Refreshment Break

3:15 Strategies and Best Practices

The panel will participate in a hypothetical case study covering major areas of concern and the best practices employers should implement.

4:30 Adjourn

Visit us online at www.neli.org

Los Angeles: Maria Audero, Barbara Miller, Ann Marie Zaletel

San Francisco: Martha Gates, Katherine Huibonhoa, Greg Richardson

FMLA WORKBOOK

Participants will receive an in-depth Workbook containing reference materials, together with sample forms, prepared exclusively for this program.



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