

## COURSE OVERVIEW

### COURSE NAME

**WSU Attendance Standards, Leaves of Absences and the FMLA Process**

### FACILITATION

Co-facilitators include Mildred Fuller, a representative from Labor Relations and Dawn Aziz.

### COURSE LENGTH:

2.5 Hours

### COURSE DESCRIPTION

This course will provide **Senior Consultants and Consultants** with an overview of WSU FMLA, Attendance Standards and Leaves of Absence policy and procedure. References will be made to relevant collective bargaining agreement articles.

### LEARNING OBJECTIVES

As a result of this three-part workshop, participants will be able to:

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|-------------------|---|
| Attendance        | <ul style="list-style-type: none"><li>• Review and interpret WSU's Attendance Standards for Non-Academic Employees and Non-Represented Academic Employees</li><li>• Identify how the Professional &amp; Association collective bargaining agreement incorporates attendance and tardiness in merit increase calculations</li></ul>  |
| Leaves of Absence | <ul style="list-style-type: none"><li>• Reference the non-represented manual or appropriate collective bargaining agreement to identify leaves, requirements for employee eligibility and procedures for requests and tracking leaves</li><li>• Direct questions pertaining to leaves to Academic Personnel (academic, represented employees) or Labor Relations (non-academic, represented employees)</li><li>• Utilize a Leave Type matrix for identifying employee eligibility based upon e-class and to determine how leave time is accrued</li></ul> |

Family Medical  
Leave Act

- Reference and interpret WSU's APPM policy 3.4.5: Family and Medical Leave Act (revised May 2010)
- Provide advice and counsel to S/C/D partners on the leave call in procedure process for employee notification and on how to request second and third opinions
- Guide managers on properly coding time by clarifying purpose of time off with employee and understanding how the bank runout process works
- Understand the relationship between WSU and FMLASource, our third party FMLA administrator
- Interpret FMLASource reports to monitor time taken in leaves and communicate leave status to employees and their supervisor
- Advise employees on return to work procedures
- Know when to refer individuals to Total Compensation & Wellness, Labor Relations, Academic Personnel, the Office of Equal Opportunity or the Office of General Counsel

**PREREQUISITES**

Prior to this module, it is recommended participants complete FMLA and FMLASource for Managers and Supervisors WSU e-learning and attend the Labor Law and Employee Relations Foundation session led by the Office of Equal Opportunity. These will enable the participant to:

- Define the Family Medical Leave Act (FMLA)
- Identify the qualifying conditions under which an employee may be eligible for FMLA
- Understand the interconnections of related employment law including the Americans with Disability Act, Pregnancy Discrimination Act, workers compensation and retaliation
- Distinguish between leave durations and timings: intermittent leave, reduced schedule, continuous
- Explain the procedure for which employees would request leaves through FMLASource
- Monitor leave status using FMLASource

To access the self-paced FMLA and FMLASource for Managers and Supervisors WSU e-learning:

1. Logon to **Pipeline** with your Access ID and password
2. Click the **Employee** tab if necessary
3. Click on the **Accelerate** icon on the right side of the screen
4. Click on **Catalog** on the left side of the screen
5. Click on **WSU Applications and Processes**
6. Click on **FMLA and FMLASource for Managers and Supervisors**
7. **Enroll** by clicking on the FMLA and FMLASource for Managers and Supervisors folder
8. Select the first Item for the 45 minute eCourse, then reference the remaining items as needed

Other helpful WSU resources that may be accessed prior to this session include:

- [WSU FMLA & Attendance Policy and FMLASource Information and Resources](#)
- Office of General Counsel [FMLA description](#)