

Family and Medical Leave Act (FMLA) Training Classes

For Employees: FMLA and Me Training Class

➔ March 18th, 2015 @ 9:30am-12:00 pm in the EOB Auditorium, 101 Monroe Street, 1st Floor, Rockville, MD

The FMLA and Me class is designed for employees interested in learning about their rights under the Family and Medical Leave Act (FMLA). The course provides an overview regarding Family Medical Leave procedures and policies pertaining to eligibility, required notice by the employee and the employer, definition of “serious health conditions,” chronic medical conditions, use of intermittent leave, who is covered, medical certifications, restoration to equivalent position, and the interplay between FMLA, Workers Compensation, and Parental Leave.

For Supervisors and HR Liaisons: FMLA: Overview for Management Training Class

➔ January 21, 2015 9:30am-12:00 pm in the EOB Auditorium, 101 Monroe Street, 1st Floor, Rockville, MD

➔ May 14, 2015: 9:30 am - 12:00 pm; EOB Auditorium 101 Monroe Street, 1st Floor, Rockville, MD

The FMLA: Overview for Managers and Supervisor’s will highlight:

- What is an FMLA qualifying event?
- Department’s responsibilities?
- How do I know when FMLA applies?
- What is the FMLA process?
- What forms are required?
- How to navigate through the possible land minds of FMLA.
- How does FMLA, Workers Comp, and the ADA crossover?

FMLA: Overview for Management class is targeted for supervisors and managers that oversee employees. There is a great need to assist department supervisors, managers, and HR Liaisons especially when a supervisor or manager is faced with a decision on whether or not to designate an employee as FMLA. Any newly hired or acting managers and HR Liaisons may have to be manually registered in the program by a member of the Training Team as they may not have supervisor learner access in OLM. If you are an HR Liaison but not a supervisor or manager, email Anita Brady at anita.brady@montgomerycountymd.gov and OHR will enroll you manually for this course.

To participate in any of these classes you will need to pre-register in the Oracle Learning management System (OLM):

1. Log-in to your Employee Self-Service www.montgomerycountymd.gov/eportal
2. Select Oracle Employee Self-Service>Learner Home
Go to the Search window on the top left of the screen. Change the search criteria to “class”. Search with just one word—for instance, for the class “FMLA and Me” class search by the word “FMLA”
3. Click on the **Class Title** to see the class location (Venue) and instructor information
4. Look at the top right-hand side of the screen to find the “Enroll” button
5. Click Enroll>Click Review>Click Submit
6. You should now see the class listed under “Enrollments” on your Learner Home page.
7. For additional help, go to the Quick Start Guides on [TransformMCG](#)

Free parking is available in the Council Office Building (COB) Visitor Parking Lot for those working outside the Rockville Core area.