

December 22, 2011

**MEMORANDUM NO: 088-11HR**

**TO: Agency Administrators**

**FROM: Bobbie Chappell, Director of Human Resources**

**VIA: Rip Colvin, Executive Director**

**RE: JAC Family Medical Leave Act and Military Family Leave Act Workshop - WebEx**

The Justice Administrative Commission (JAC) will be hosting a WebEx workshop to discuss important Family Medical Leave Act (FMLA) and Military Family Leave Act (MFLA) topics. We are providing two opportunities to participate, December 29, 2011 from 10:00 a.m. to 12:00 p.m. and January 5, 2011 from 10:00 a.m. to 12:00 p.m. The objective of this workshop is to provide an overview of the key changes in the FMLA and MFLA. At the conclusion of the presentation, we will have a question and answer session.

Attached you will find the PowerPoint Presentation and an email with the WebEx information to join the workshop.

Objectives

- Family Medical Leave Act
  - Background Information
  - Required Posting
  - Required Employer Notices
  - Required Employee Notice
  - Certification Forms
  - Clarification and Authentication
  - Genetic Information Non-discrimination Act (GINA)
  - Changes to FMLA – New Certification, Fitness for Duty, Light Duty, Compensatory Leave, and Overtime
- Military Family Leave
  - Qualifying Exigency Leave
  - Military Caregiver Leave
- Questions

JAC is pleased to make this workshop available, and hope you are able to participate in one of the two sessions.

If you have any questions about the presentation before the workshop, please contact Andy Snuggs at (850) 488-2415 or at [SnuggsA@justiceadmin.org](mailto:SnuggsA@justiceadmin.org).

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