



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#07-14

January 15, 2014

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: E-LEARNING FAMILY AND MEDICAL LEAVE ACT (FMLA)
COURSE FOR SUPERVISORS

Do the supervisors in your organization know...

- Why it is critical that they know what leave events may qualify an employee for FMLA protections?
- What they should do if they receive a potential FMLA qualifying leave request?
- What to do if an employee is approved for FMLA leave?

Supervisors are the eyes and ears in the administration of the FMLA. FMLA training can enable supervisors to recognize qualifying leave events and potential problems and give them the tools they need to handle their responsibilities in administering the FMLA. For these reasons, an e-learning course on the FMLA, *What Supervisors Need to Know about the FMLA*, has been developed.

What Supervisors Need to Know about the FMLA provides an overview of the major provisions of the FMLA and explains the role and responsibilities of supervisors. If an employee's responsibilities with regard to FMLA involve more than supervision (e.g., human resources, payroll, legal, management), it is recommended that the employee

receive additional training such as Human Resource Management's *Lost in FMLA, ADA & Catastrophic Leave* class (see [NEATS](#) for upcoming classes).

These courses can be found once you login with your username and password on the State of Nevada e-Learn website (<https://nvelearn.nv.gov/moodle/>) under "Course Catalog", then "State of Nevada Employees", subcategory "General Development" and then by scrolling to the bottom of the webpage.

If you have any questions, please contact Carrie Hughes at (775) 684-0111 or cphughes@admin.nv.gov.