



**DEPARTMENT OF PERSONNEL**  
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**<http://dop.nv.gov>**

**MEMO PERD #50/10**  
September 7, 2010

TO: Agency Personnel Liaisons  
Agency Personnel Representatives

FROM: Teresa J. Thienhaus, Director  
Department of Personnel

SUBJECT: FMLA “meeting in a box”

A handwritten signature in cursive script that reads "Teresa J. Thienhaus".

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The Department of Personnel has developed a new “meeting in a box” tool to help you train your department’s supervisors about the benefits and requirements of the Family and Medical Leave Act (FMLA). Why should you provide FMLA training to your supervisors? Supervisors are your 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 assist you in administering the FMLA.

**What is a “meeting in a box”?**

It is a training package based on a PowerPoint presentation that includes the presenter’s notes and the ability to produce handouts.

**What audience was the FMLA “meeting in a box” designed for?**

Supervisors. The presentation is a short overview of the FMLA targeting the information, procedures and issues you want supervisors to know. However it was **NOT** designed to cover administration of the FMLA. For that reason, it is still recommended that employees with FMLA administration duties attend the Department of Personnel’s LOST IN FMLA, ADA & CATASTROPHIC LEAVE class. See NEATS for the current course schedule.

**Who can present the FMLA “meeting in a box”?**

The presentation was designed to be presented by training or human resource staff. It is recommended that the trainer/presenter have recently attended the Department of Personnel’s LOST IN FMLA, ADA & CATASTROPHIC LEAVE class. Carrie Hughes, the Department of

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Personnel's staff specialist for the FMLA, is also available to present this condensed training to your supervisory staff either in person or by video conference.

**Does this replace the Department of Personnel's class on FMLA?**

No, this is not intended to replace LOST IN FMLA, ADA & CATASTROPHIC LEAVE. The FMLA "meeting in a box" is intended to provide agencies with the ability to provide short, targeted training for their supervisors on the FMLA.

If you are interested in a copy or have questions, please contact Carrie Hughes at (775) 684-0111 or [cphughes@dop.nv.gov](mailto:cphughes@dop.nv.gov).

TT:cph