



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

January 2009

Human Resources

<http://hr.okstate.edu>

FAMILY AND MEDICAL LEAVE (FMLA) REVISIONS

The Family and Medical Leave Act (FMLA) has been revised effective January 16, 2009. Revisions include:

- The definition of a “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing functions of the job or prevents a qualified family member from participating in daily activities.
- The “continuing treatment” requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and incapacity due to a chronic condition.
- Two visits to a health care provider must occur within 30 days of the beginning of the incapacity.
- The first visit to a health care provider must occur within seven days of the first day of incapacity.
- “Periodic visits” for a chronic serious health condition require at least two visits to a health care provider per year.
- A general notice about the FMLA, an eligibility notice, a rights and responsibilities notice, and a designation notice are required to be provided by employers to employees within five business days of notification of a serious health condition.
- Employees must follow usual and customary call-in procedures for reporting an absence, unless unusual circumstances are involved.
- If a medical certification appears to be incomplete or insufficient, the employer must specify

in writing what information is lacking and allow the employee seven days to provide the information. An employee’s direct supervisor is prohibited from making contact with the employee’s health care provider to authenticate a medical certification. However, a management official or an HR professional may make the contact.

- Medical recertification may be requested every six months.
- A fitness-for-duty certification specifically addressing an employee’s ability to perform the essential functions of the job may be required.

Two categories of leave have been added for military family.

- Covered Service Member Leave provides an eligible employee up to 26 work weeks of leave to care for a covered service member with a serious injury or illness during a single 12-month period.
- Qualifying Exigency Leave provides an eligible employee with a covered military member with up to 12 workweeks of leave to use for “any qualifying exigency” arising out of the active duty or called to active duty status in support of a contingency operation. A “qualifying exigency” would not include activities that may be a “routine” nature but may include short-notice deployment; military events and related activities; childcare and school activities; financial and legal

What's Inside:

- FMLA Revisions
- Employee Benefits Enrollment Schedule
- New Employee Orientation
- Dates to Remember
- Administrative/Computer Seminars

arrangements; counseling; rest and recuperation; post deployment activities; and, additional activities not included in the other categories, agreed upon by the employee and employer.

New FMLA posters forms and documents are available on the Human Resources website, <http://hr.okstate.edu/hr/supertools.htm>. Training will be

EMPLOYEE BENEFITS ENROLLMENT SCHEDULE

Call Employee Services to schedule a benefits enrollment session, (405) 744-5449.

To be eligible for all benefit options, enrollment must be within the first 30 days of hire.

Enrollment sessions are scheduled as follows:

January 20 - 2:00pm - 4:30pm

January 27 - 9:00am - 11:30am

February 4 - 2:00pm - 4:30pm

DICK GROTE, GUEST SPEAKER AT ADVANCED LEADERSHIP PROGRAM BANQUET

Dick Grote, an internationally recognized authority on performance management and author of numerous books including *Discipline Without Punishment*, will be the guest speaker at the *Advanced Leadership Program Banquet*, Tuesday, February 3, 2009, at 6:30pm in the Student Union Ballroom. *Advanced Leadership Program* graduates and a guest are invited at no charge in addition to their immediate department head and a guest. Invitations can be extended to other supervisors for only \$13.95, which includes dinner.

DATES TO REMEMBER

New Employee Orientation

Thursday, February 5, 8:30-11:30am

416 Student Union

e-mail osu-trng@okstate.edu, (405) 744-5374

How to Retire Sessions

Thursday, February 26, 3:00-4:00pm

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

New Employee Benefits Enrollment Schedule

Wednesday, January 14, 9:00-11:30am

Tuesday, January 20, 2:00-4:30pm

106B Whitehurst

Call (405) 744-5449 to schedule a session

provided in the near future and all supervisors and individuals who work with employees on leave, particularly sick leave and FMLA leave, are encouraged to participate.

For specific questions related to these changes, please contact HR Partner Services at (405) 744-7401.

ADMINISTRATIVE AND COMPUTER SEMINARS

Please pre-register to ensure we have adequate space and materials.

January Administrative Seminars

17 Making Sense of Leave

21 Purchasing Card Training

21 Airfare and Lodging Training

22 Imprest Cash Fund Basics

22 OSU Research Enterprise and Grant Basics

27 Information Security Awareness

29 Supervisory Sexual Harassment Awareness

February Administrative Seminars

4 Purchasing Policies and Procedures

5 New Employee Orientation

5 Online Requisition Training

6 HRS, Time Input and Confirmation

10 Sexual Harassment/Gender Discrimination
Policy Training

11 Travel Vouchers

January Computer

20 Word 2007 New Features

20 Bridging from Office 2003 to 2007

February Computer

2 Bridging from Office 2003 to 2007

3 Publisher 2007

4 Access 2007 Level 2

5 Outlook 2007 New Features

6 Introduction to Computing at OSU

9&10 FOCUS (Day 1&2)

9&10 PowerPoint 2003 Level 1 (Day 1&2)

11 Word 2007 Level 2

12 Basic Personal Computer Introduction

12&13 Excel 2003 Level 2 (Day 1&2)

For a description of the classes, go to <http://hr.okstate.edu>. For more information, or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374 for reservations.