

SPEAKING ENGAGEMENTS | SEMINARS**FMLA: Supervisor Training On 'Do's And Don'ts' (South Bend Location)****DATE****August 7, 2013****SPEAKERS****Gerald F. Lutkus**
Of Counsel
(Retired)**Gerald F. Lutkus**
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(Retired)**What:** "FMLA: Supervisor Training on "Do's and Don'ts"*Presented as part of Barnes & Thornburg's "Work Right: Labor & Employment Perspectives" seminar series***When:** Wednesday, Aug. 7, 2013 | 8 a.m. - 10:30 a.m. (ET)**Where:** Barnes & Thornburg LLP - South Bend | 7th Floor Conference Center
| 100 N. Michigan | South Bend, IN 46601**Register Now!****Who should attend?**

Front-Line Supervisors (and those in HR who work with them).

How is this program unique?

Other programs routinely offered to employers provide an in depth analysis of the FMLA to empower HR professionals to administer the act. This program will train front-line supervisors in what they need to do to keep themselves, and the company, out of trouble. The objective is to teach those supervisors – who likely have the most contact with employees – in what they should and should not do in working with HR to reduce the risk of liability under the FMLA. The aim is not to turn supervisors into HR professionals, but to enable them to understand when HR must be alerted to situations in the workplace that implicate the FMLA, while simultaneously not taking actions which can expose the company to liability.

Topics Include:

- Who is entitled to FMLA leave and when
- Employees' responsibilities under the Act
- What supervisors can and cannot say to employees
- What supervisors can legitimately expect of employees
- Attendance and the FMLA

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- Common mistakes made by supervisors - and how to avoid them
- Relationship of the FMLA to the Americans with Disabilities Act and worker's compensation law

Cost: \$50 per-person (Breakfast provided)

Additional Information: RSVP by Aug. 2. This training is being offered to multiple employers in order to defray the cost of training for a single employer. If you have questions, contact Kerri Martin at kmartin@btlaw.com or call 574-237-1228.