

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: September 18, 1996
REFERENCE CODE: 96-046

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Labor Relations Officers

FROM: Department of Personnel Administration
Policy Development Office

SUBJECT: Family and Medical Leave Act

CONTACT: Sydney A. Perry
(916) 445-9244, CALNET 485-9244
Office Vision: DPA(SBPERRY)
Internet: SBPERRY@SMTP.DPA.CA.GOV

In an effort to provide continued support and assist you in your implementation of the Family and Medical Leave Act (FMLA) and other family leave statutes, the Department of Personnel Administration (DPA) is offering to sponsor FMLA informational/educational workshops for State departments. These workshops would be available in the major metropolitan areas and other locations should a demonstrated need exist. This training is intended for employees who are responsible for the central administration of FMLA in their department, including personnel staff and those employees who will be responsible for training supervisors and/or departmental staff.

We would like to tailor the training program to meet the needs of the participants who will be attending the workshops. To facilitate this, we are requesting your input as to what areas you feel should be covered in addition to any information or guides that would be beneficial to the participants upon leaving the workshop.

We are also willing to accommodate the largest State departments that would like individual training workshops, provided there are a minimum of 20 participants in attendance. Please note that these FMLA workshops are not intended for line supervisors. Departments should use the information provided from these workshops to train their supervisory staff.

2.

.



.



PML: 96-046
September 18, 1996
Page 2

If your agency is interested in participating in the workshops described above, please complete and return the attached work sheet by October 4, 1996 to:

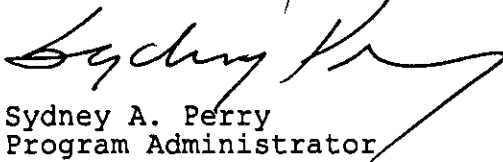
Sydney A. Perry
Department of Personnel Administration
Policy Development Office
1515 S Street, North Building, Suite 400
Sacramento, CA 95814-7243

Again, we would appreciate any questions and/or suggested topics you feel are important to include in these training workshops.

It is anticipated that the FMLA sessions would be offered later this year and that a nominal fee (\$25 per person) would be charged to cover labor, materials, travel, and per diem for the workshops.

Additionally, to assist us in communicating with your department regarding future FMLA issues, please identify a contact person who will serve as an FMLA coordinator for your department. Please include the name, address, phone and fax numbers.

If you have questions, desire additional information, or have suggestions, please feel free to contact me at (916) 445-9244, CALNET 485-9244 or Julie Lowe at (916) 324-9386, CALNET 454-9386.



Sydney A. Perry
Program Administrator

Attachment



DEPARTMENT OF PERSONNEL ADMINISTRATION
FAMILY AND MEDICAL LEAVE ACT
TRAINING WORKSHOPS

Please indicate below the number and location of employees that would attend a Department of Personnel Administration-sponsored Family and Medical Leave Act (FMLA) workshop:

| Number of Employees | Desired Training Location |
|---------------------|---------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

The following areas of FMLA need to be addressed in the training:

The following materials would be beneficial to program participants:

11

