

MEMORANDUM

DATE: October 01, 1997

TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 97-038

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers

FROM: Department of Personnel Administration
Policy Development Office

SUBJECT: Family and Medical Leave Workshops

CONTACT: Sydney Perry, Program Administrator
(916) 445-9244, CALNET 485-9244
FAX: (916) 324-0524
OFFICE VISION: DPA(SBPERRY)
INTERNET: SBPERRY@SMTP.DPA.CA.GOV

As you may recall, the Department of Personnel Administration (DPA) surveyed departments regarding their interest in DPA-sponsored workshops on the Family and Medical Leave Act of 1993 (FMLA). This memo provides information regarding the upcoming workshops and registration procedures.

In response to the information received, we have scheduled FMLA workshops over the next six to eight weeks at various locations throughout the State. These workshops will provide information on FMLA implementation, coordination with other laws (California Family Rights Act [CFRA]/Pregnancy Disability Leave), and includes resource materials to help departments comply with the Federal and State regulations. The sessions are intended for those individuals who have central responsibility for administering FMLA/CFRA. This program is not intended for front-line supervisors.

The tuition for the workshop is \$25 per participant. The tuition is nonrefundable; however, substitutions will be accepted. The workshops will be at the following locations:

<u>DATE/TIME</u>	<u>LOCATION</u>
October 9, 1997 1:30 - 3:30 p.m.	California Institution for Women 16756 Chino-Corona Road Corona CA

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<u>DATE/TIME</u>	<u>LOCATION</u>
October 15, 1997 9:00 - 11:00 a.m. 1:30 - 3:30 p.m.	Department of General Services Ronald Regan Building 300 S. Spring Street Eason Conference Room, 1st Floor Los Angeles, CA
October 16, 1997 9:00 - 11:00 a.m. 1:30 - 3:30 p.m.	Department of General Services Ronald Regan Building 300 S. Spring Street Eason Conference Room, 1st Floor Los Angeles, CA
October 21, 1997 9:00 - 11:00 a.m. 1:30 - 3:30 p.m.	Employment Development Department 701 Capitol Mall, Room 4098 Sacramento, CA
October 22, 1997 9:00 - 11:00 a.m. 1:30 - 3:30 p.m.	Employment Development Department 701 Capitol Mall, Room 4098 Sacramento, CA
October 24, 1997 9:00 - 11:00 a.m.	California Youth Authority Training Center 7650 S. Newcastle Road, Classroom 3 Stockton, CA
October 28, 1997 9:00 - 11:00 a.m. 1:30 - 3:30 p.m.	Fresno State Building 2550 Mariposa Assembly Room, 1st Floor Fresno, CA
October 30, 1997 1:30 - 3:30 p.m.	Employment Development Department 701 Capitol Mall Auditorium, 1st Floor Sacramento, CA
November 4, 1997 9:00 - 11:00 a.m. 1:30 - 3:30 p.m.	Public Utilities Commission 505 Van Ness, Hearing Room C San Francisco, CA
November 5, 1997 9:00 - 11:00 a.m. 1:30 - 3:30 p.m.	Public Utilities Commission 505 Van Ness, Hearing Room C San Francisco, CA
November 6, 1997 9:00 - 11:00 a.m. 1:30 - 3:30 p.m.	Employment Development Department 701 Capitol Mall Auditorium, 1st Floor Sacramento, CA

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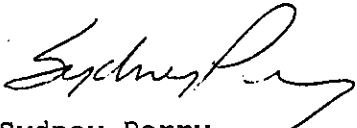
<u>DATE/TIME</u>	<u>LOCATION</u>
November 13, 1997 9:00 - 11:00 a.m.	Pelican Bay State Prison 5905 Lake Earl Drive In-Service Training Building Crescent City, CA

In addition to the above workshops, sessions may be scheduled at your work location, upon request, provided there is a minimum of 15 participants.

Acceptance to the class will be on a **first-come-first-served** basis. Please indicate if your employee(s) can attend some other session(s) if scheduling problems arise. To register for the training, a Program Registration Form (STD 697) for each participant approved by the Departmental Training Office must be submitted to DPA prior to the training. If you need additional information on registration, please contact Julie Lowe at (916) 324-9386, CALNET 454-9386. Please send the approved STD 697 to:

Julie Lowe
Department of Personnel Administration
Policy Development Office
1515 S Street, North Building, Suite 400
Sacramento, CA 95814-7243
OR
Fax: (916) 324-0524, CALNET 454-0524

If you need additional information on the workshop, please feel free to contact me at (916) 445-9244, CALNET 485-9244.


Sydney Perry
Program Administrator

