

18th Annual Local Government Seminar

FMLA-ADA: Managing the Absent Employee

Presented by:
Eileen Begle
Ebegle@olsonllp.com

The Agenda

- Vent
- Be Grateful
- Tips

*We Know Local Government.
It's What We Do.
It's Who We Are.*

Venting



- Paperwork
- Intermittent Leave
- Essential Functions
- Abuse

"Is your glass half
full or half empty?"
asked the mole.



"I think I'm grateful
to have a glass."
said the boy.

Being Grateful



Tips for Success

Designate
FMLA



Tips for Success

Designating
without medical
certification

- Regular notice
plus a letter



Tips for Success

ADA Reasonable Accommodation Request Form and
Interactive Process Record

Employee Name (please print) Date _____

Part I: Accommodation Request
To be completed by the Employee

1. Identify the physical and/or mental impairment(s) for which you are requesting accommodations. _____

You may be required to submit medical documentation relevant to your request.

2. Identify the expected duration of the impairment(s), include the date of diagnosis. _____

3. Explain how the impairment(s) listed above affect(s) your ability to perform your position. Be as specific as possible regarding the job duties you are having difficulty performing or believe you will have difficulty performing. _____

4. List the accommodation(s) you are requesting in order to perform your job. _____

Part II: Interactive Process
To be completed by the Supervisor in a meeting with the Employee

Supervisor's Name (please print) Meeting Date _____

1. Please review the essential function of the job with the employee and attach a copy of the job description. _____

Document the ADA
interactive process!

Don't forget the dates!

Tips for Success

ADA Reasonable Accommodation Request Form and
Interactive Process Record

Employee Name (please print) _____ Date _____

Part I: Accommodation Request
To be completed by the Employee

1. Identify the physical and/or mental impairment(s) for which you are requesting accommodations. _____

You may be required to submit medical documentation relevant to your request.
2. Identify the expected duration of the impairment(s), include the date of diagnosis. _____

3. Explain how the impairment(s) listed above affect(s) your ability to perform your position. Be as specific as possible regarding the job duties you are having difficulty performing or believe you will have difficulty performing. _____

4. List the accommodation(s) you are requesting in order to perform your job. _____

Part II: Interactive Process
To be completed by the Supervisor in a meeting with the Employee

Supervisor's Name (please print) _____ Meeting Date _____

1. Please review the essential function of the job with the employee and attach a copy of the job description.

Document the ADA
interactive process!

Don't forget the dates!

Tips for Success



Use the tools
the laws
provide for
employers.

Tips for Success

Ask for
documentation.

ADA Reasonable Accommodation Request Form and
Interactive Process Record

Employee Name *(please print)* _____ Date _____

Part I: Accommodation Request
To be completed by the Employee

1. Identify the physical and/or mental impairment(s) for which you are requesting accommodations. _____

****You may be required to submit medical documentation relevant to your request.****
2. Identify the expected duration of the impairment(s), include the date of diagnosis. _____

3. Explain how the impairment(s) listed above affect(s) your ability to perform your position. Be as specific as possible regarding the job duties you are having difficulty performing or believe you will have difficulty performing. _____

4. List the accommodation(s) you are requesting in order to perform your job. _____

Part II: Interactive Process
To be completed by the Supervisor in a meeting with the Employee

Supervisor's Name *(please print)* _____ Meeting Date _____

1. Please review the essential function of the job with the employee and attach a copy of the job description. _____

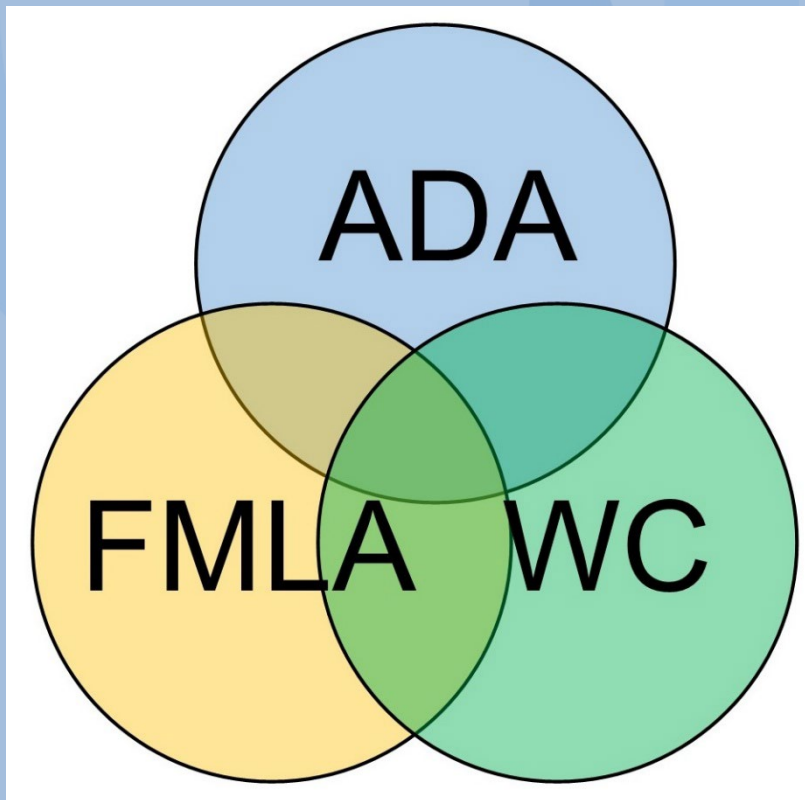
Tips for Success



Request recertification for FMLA.

- suspicious use
- use inconsistent with note

Tips for Success



Train your managers.
Train them now.
Train them again.

Wrap Up

