



Department on Demand

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Complying with the Family / Medical Leave Act (FMLA) and other Federal Time off Requirements

You pay your employees to work – the last thing you want to do is spend time figuring out how to manage all their time away from work.....Let Roo Solutions do the work for you.

This step-by-step guide will provide you with everything you need to set up and manage federally-required time off requirements so you can get “back to business.”

Contents:

- Does this even apply to me? Summary **of time off requirements by company size**
- Sample time off **policies** for your Employee Handbook
 - o **Family / Medical leave, Military, Funeral, Jury Duty**
- **Step-by-Step Process** you can use today
- Forms to help you comply with legal requirements today
 - o Check the box **Leave of Absence Request** form
 - o Fill in the blank **FMLA response letters** for every type of FMLA leave
 - Birth / Adoption / Foster Placement
 - Serious Health Condition of Employee or Family Member
 - Qualifying Military Leave
 - o Links to federal FMLA certification and notification documents
- FAQs
- Lessons Learned / Tips and Tricks

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