

Employee Leave: What Managers Need to Know

Handling employee leave is complicated and it's easy to make mistakes. Managers who don't know the ins-and-outs of workplace laws surrounding employee absences, can cause costly leave violations. That's why you need a good understanding of organizational leave policies and procedures as well as the rules to guide you.

Join other frontline managers as we explore the intricacies of managing employee time off, recurring sick days, absenteeism and job-protected, unpaid leave. You'll get straight talk about the laws surrounding this topic, but you'll also learn about common mistakes kindhearted managers make and how you can easily prevent them. And you'll also get strategies to help you reassign the absent worker's responsibilities, keep the rest of your team motivated and ensure that operations continue moving smoothly... even when you're a man down.

You play a vital role when it comes to employee leave. You know your workers best. Register now and cut your chances of making a costly mistake.

Session 1

Understand Leave Policies, Procedures and Legal Issues

- Examine the impact of federal, state and local leave laws
- Review common leave-related policies and documentation
- Identify mistakes managers make with employee attendance
- Explain nuances of communicating with on-leave workers
- Prepare for worker's post-leave return or departure

Session 2

Manage the Rest of the Team While an Employee Is on Leave

- Outline steps for making time-off requests easier on the team
- Review ways to prepare for an employee going on leave
- Enable effective delegating tactics to ensure productivity
- Support remaining employees and keep morale high