

Las Positas College  
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## Course Outline for BUSN 7502

### LEAVES OF ABSENCE

Effective: Fall 2008

#### I. CATALOG DESCRIPTION:

BUSN 7502 — LEAVES OF ABSENCE — 1.00 units

This course is a comprehensive overview of the major federal and state leaves of absence and their impact on attendance policies and processes. The course focuses on compliance with the Family and Medical Leave Act and is designed to meet the needs of the owner and manager. The program will include an overview of federal legislation including the Family and Medical Leave Act, the Americans with Disabilities, the Veterans Employment and Reemployment Rights Act and the companion pieces of state legislation. The course will provide an understanding of the legislation and assist attendees in developing appropriate processes as well as ways of handling these complex attendance and absence issues.

1.00 Units Lecture

#### **Strongly Recommended**

ENG 1A - Critical Reading and Composition

#### **Grading Methods:**

#### **Discipline:**

	<b>MIN</b>
<b>Lecture Hours:</b>	18.00
<b>Total Hours:</b>	18.00

#### II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

#### III. PREREQUISITE AND/OR ADVISORY SKILLS:

**Before entering this course, it is strongly recommended that the student should be able to:**

A. ENG1A

#### IV. MEASURABLE OBJECTIVES:

**Upon completion of this course, the student should be able to:**

- A. Identify the steps to take in developing HR policies and procedures that do not violate state and federal statutes;
- B. Compare and contrast the Family and Medical Leave Act, the Americans with Disabilities Act and the California Family Rights Act
- C. Detail the major rights and responsibilities of the Veteran's Employment and reemployment Rights Act
- D. Recognize what constitutes "reasonable accommodations" and how to implement them without creating undue hardship
- E. Explain the steps to take to comply with various leaves of absence laws
- F. Identify the required documentation for the major pieces of legislation
- G. List the return to work requirements for FMLA, ADA and VERRA

#### V. CONTENT:

- A. Family and Medical Leave Act
- B. California's Family Rights Act
- C. Americans' with Disabilities Act
- D. Veteran's Employment and Re-Employment Rights Act
- E. How leaves are designated
- F. Definitions of "Serious Health Condition"
- G. Length of leaves
- H. Continuation of benefits
  - I. Reinstatement FMLA, CFRA ADA and VERRA
- J. Notice requirements
- K. Record keeping requirements
- L. Potential liability for failure to comply with legislated leaves

#### VI. METHODS OF INSTRUCTION:

- A. In class current topic discussions and assignments handled individually, with class partners, in teams and/or as the whole class.
- B. Assigned readings in text, journal articles, newspaper articles and/or handouts.
- C. **Written exercises and case studies** - to evaluate concepts and facts.
- D. Small group and individual problem solving tasks and activities where students are expected to reach consensus or make decisions and report their findings.

- E. **Guest Lecturers** - as appropriate.
- F. Audio-visual materials including but not limited to video tapes and Internet web casts with handouts for note taking, and small group discussion.
- G. Tasks that enable students to develop a variety of learning strategies: repetition, categorization, restatement, comparison and contrast, memorization, identification of repetition, critical thinking and collaboration.
- H. Critical thinking exercises to integrate students' overall ability to understand the material.
  - I. Problem solving tasks and activities in which students are expected to use theory and generally accepted standards to make decisions and report their conclusions.
  - J. Informal lectures and classroom discussion based on student questions related to the material.
- K. Lecture utilizing Power Point, overhead transparencies, computer media, handouts, whiteboard and/or blackboard.
- L. Assignments which allow for differences in learning styles, for example, collaboration, oral and written tasks, problem solving tasks and repetition.

#### VII. TYPICAL ASSIGNMENTS:

- A. Recognition tasks: matching, identifying correct facts. Match the listed word and/or acronym with its correct definition. B. Practical writing, reading, speaking and listening tasks that demonstrate or elicit an understanding of and/or a possession of the facts. 1. Select one of the employee situations on pages 36-49. Outline the steps to take when responding to the situation. 2. Read case on pages 152-164. Prepare written answers to the six questions about the case.

#### VIII. EVALUATION:

##### A. **Methods**

- 1. Exams/Tests
- 2. Quizzes
- 3. Projects
- 4. Group Projects
- 5. Class Participation
- 6. Class Work
- 7. Other:
  - a. Methods:
    - 1. Class and small group discussions of current issues
    - 2. In-class written case study analyses of video and written cases
    - 3. Examinations and a comprehensive final with objective questions
    - 4. Student participation individually and in small groups
    - 5. Class participation
    - 6. Final Examination

##### B. **Frequency**

- 1. Frequency: Regular assessment of learning using assignments, activities, projects or quizzes and final evaluation to include a culminating activity.

#### IX. TYPICAL TEXTS:

- 1. Simmons, Richard *Leaves of Absence and Time Off From Work Manual*. 4th ed., Castle Publications, 2006.
- 2. - *Family and Medical Leave Act Manual for California Employers*. 7th ed., Castle Publications, 2006.
- 3. Unique, original materials prepared and assembled by the Instructor

#### X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Computer and Internet access
- B. Access to business publications, magazines and periodicals (i.e. USA Today, Wall Street Journal, Fortune Magazine, Harvard Business Review)