



Leaves of Absence:  
***Ten Common Pitfalls***

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# The Ten Pitfalls

1. **Not considering all the laws that may apply to a leave**
2. **Miscalculating eligibility requirements**
3. **Not applying the employer's leave policies if more generous than legal requirements**
4. **Not providing required notices within the time set by law**
5. **Asking for more information about the reasons for leave than the law permits**
6. **Not accurately tracking and designating leave, especially intermittent and reduced schedule leave**
7. **Not remembering the differences between leaves under the Workers' Compensation Act and ADA and FMLA/CFRA leaves**
8. **Not maintaining the confidentiality of leaves of absence and medical information**
9. **Not training supervisors about leave requirements**
10. **Not reviewing policies and forms on an annual basis to ensure that they comply with changes in the law**