

Name _____

Date _____ Score ___ of 7 Pass/Fail

FMLA Certification: What Every Manager Needs to Know.

1. **True or False. The majority of employees abuse FMLA regulations.**
2. **Linda has diabetes. She's certified to take intermittent FMLA leave whenever her feet grow painful. She comes into your office and says, "Boss, my feet are killing me today. I have to go home." After she leaves, you wonder whether she's telling the truth. You should:**
 1. Do nothing
 2. Call her cell phone and tell her to get back to work.
 3. The next day, ask her to recertify her need for intermittent leave.
 4. Write her up for an unexcused absence.
3. **Linda says her feet are killing her and you send her home. But as she's leaving, you look out your office window and see her walking to her car, briskly and without any apparent pain. You should:**
 1. Do nothing
 2. Call her cell phone and tell her to get back to work.
 3. The next day, ask her to recertify her need for intermittent leave
 4. Write her up for an unexcused absence
4. **According to this Quick Take, what is the number one mistake managers make when dealing with FMLA leave?**
 1. Failing to ensure that employees fill out their forms correctly
 2. Failing to follow the company's FMLA policy to the letter
 3. Reacting out of frustration and striking back when confronted with possibly abusive absences
 4. Being too lenient with workers who may be abusing FMLA leave
5. **Bob is recovering from heart surgery. He's certified to take intermittent FMLA leave for 120 days whenever he feels fatigued. Bob takes frequent FMLA days off, but after two months pass, he looks pretty good to you, and you'd like to reduce the frequency of his absences if possible. You should:**
 1. Do nothing
 2. Ask him to recertify his need for intermittent leave
 3. Suggest that he doesn't need the FMLA days anymore
 4. Tell him his absences are a problem, and ask if he feels ready to come back full time yet
6. **True or False. If an emergency comes up and you absolutely need an employee to work, you can demand that the person come to work and take his or her FMLA leave at a time that's more convenient for the company.**
7. **You've already had Shelley recertify her intermittent FMLA leave twice. Now you're sending her back a third time. Shelley explodes: "I'm sick of this merry-go-round! It costs me \$25 every time I go to the doctor. I'm not doing it. YOU call my doctor if you're so interested." You should:**
 1. Do nothing
 2. Call the doctor, since she gave you permission
 3. Refer the situation to HR
 4. Send her home