

**HR 65.4 Course Outline as of Fall 1998****CATALOG INFORMATION**

Dept and Nbr: HR 65.4 Title: ADM LEAVES

Full Title: Administrating Leaves of Absence

Last Reviewed: 10/27/1997

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	8.00	1	Lecture Scheduled	8.00
Minimum	0.50	Lab Scheduled	0	1	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	8.00		Contact Total	8.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 16.00

Total Student Learning Hours: 24.00

Title 5 Category: AA Degree Applicable

Grading: P/NP Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: BMG 65.4

**Catalog Description:**

As human resource personnel we must comply with the numerous employee leaves created by Federal and State Agencies. In addition, most employers provide additional leaves. Participants will learn about how to coordinate and administer the mandated leaves as well as the additional leaves offered by the employer.

**Prerequisites/Corequisites:****Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: As human resource personnel we must comply with the numerous employee leaves created by Federal and State agencies. In addition, most employers provide additional leaves. Participants will learn about how to coordinate and administer the mandated leaves as well as the additional leaves offered by an employer. (P/NP Only)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Spring 1996	Inactive: Spring 2011
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

Each participant will be able to:

1. list the 10 most common leaves in business today;
2. state how to coordinate and administer Federal leaves with State leaves and which laws supercede;
3. list the techniques to advise employees of their leave status, and provide legal documentation.

**Topics and Scope:**

Participants will discuss FMLA (Both Federal and State), ADA, FLSA, Worker's Compensation, School Leave, Medical Leave, Voluntary Leave, Emergency Leaves, Pregnancy Leaves, Vacations, and Religious Leaves.

**Assignment:**

Participants will prepare a document on the summary of these leaves and how to best administer each.

**Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because skill demonstrations are more appropriate for this course.

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, PARTICIPATION

Skill Demonstrations  
10 - 95%

**Exams:** All forms of formal testing, other than skill performance exams.

None

Exams  
0 - 0%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

ATTENDANCE

Other Category  
5 - 90%

**Representative Textbooks and Materials:**

Instructor will provide current information for participants.