

Gilbert Training Group, LLC

TINS # 84-3026274

UEI # YDN4AJ3M1PN3

ABSENCE AND LEAVE ISSUES

REGISTRATION FORM FOR EMAIL OR USPS MAIL

gilberttraininggroup@gelawyer.com

8403 Colesville Rd., Ste. 1000 Silver Spring, MD 20910

Absence And Leave Issues

Instructors: Barbara Haga

Location: In-person (Silver Spring, MD) & Virtual (Zoom for Government)

Time: 8:30 AM - 4:30 PM EST

Attendees will learn about the various types of leave that HR practitioners are called on to deal with as questions arise regarding employee attendance and absence issues, the issues that a practitioner needs to know to properly administer FMLA for Federal employees and advise personnel actions that implicate FMLA, the basics of eligibility and notice requirements for FMLA, including the definition of serious health condition and how that has been interpreted by the MSPB, and more. See website for topics by day.

<input type="checkbox"/>	Nov. 6, 2024	<input type="checkbox"/>	Virtual	<input type="checkbox"/>	In-person
<input type="checkbox"/>	Nov. 7, 2024	<input type="checkbox"/>	Virtual	<input type="checkbox"/>	In-person

Tuition: \$1400 per registrant for both days or \$800 for 1 day

TOTAL:

\$

REGISTRANT INFORMATION

Name					
Title				Phone	
Agency					
Address 1					
Address 2					
City/State/Zip					
Email					
Choose one method of payment		<input type="checkbox"/> Purchasing Document: attach completed and approved SF-182 or equivalent. (Incomplete documents may not be acted upon)			
<input type="checkbox"/> Credit Card	Number			Expiration Date CVV	
				/	
Cardholder Name					
Cardholder Email					

Cardholder Phone	
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Cardholder
Address

- **Credit card** will be charged tuition approximately one week prior to the training, with receipts to the cardholder no later than the first date of training.
- **Purchase document** invoices will be submitted on the last date of training with net 30 days terms.
- **Cancellations:** Registration can only be canceled by COB 10/23/2024, two weeks prior to the start of the training. Tuition has not been charged yet at this time, so refunds are not necessary.
- Rescheduling requests after this deadline are subject to a \$50 administrative fee. Substitutes with another student attending are limited to one sub filling in the original registrants' registration dates.
- There are no refunds, and no credit issued for partial attendance or 'no-show' of confirmed students' tuitions.
- Gilbert Training Group, LLC reserves the right to cancel. In the event that happens, you will receive a full refund of any fee charged.
- **IMPORTANT:** If you do not receive an email confirmation from Gilbert Training Group within seven days of submission YOU ARE NOT REGISTERED. Call us immediately. Registrations confirmed subject to space availability.
- Individual CLE applications and filing fees are the responsibility of each attorney attendee. Travel arrangements are the responsibility of the attendee.

