

Human Resources Section News

VICE PRESIDENT'S OFFICE

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GATES Program **P.1**

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Introduction to GATES – Career Development

HR Compensation will be presenting the introduction to the ACC GATES program for staff (non-faculty) career development at the following campuses in January:

- Friday, January 20, 2 – 3 pm in HBC 201
- Monday, January 23, 3 – 4 pm at South Austin Campus in SAC 1319
- Tuesday, January 24, 3 - 4 pm at Eastview Campus in EVC 2315
- Wednesday, January 25, 3 -4 pm at Northridge Campus in NRG 3140
- Thursday, January 26, 3 - 4 pm at Round Rock Campus in RRC 3222

We hope to see you at one of the presentations.

FMLA

When an employee is absent from work for more than three (3) days and is expected to be out for additional days, the supervisor should contact HR Benefits, Alisol Martinez, to report the absence. HR Benefits will then contact the employee to determine if FMLA is appropriate. The supervisor will be notified if the employee qualifies for FMLA. HR Benefits will coordinate with the employee the required paperwork for FMLA. Once the employee qualifies for FMLA, HR Benefits will have sole contact with the employee.

Employees may not work during FMLA, whether via email or at the request of the supervisor. HR Benefits will coordinate contact with the employee and the supervisor. If you should have questions, contact Alisol Martinez, 223-7800 or avaldez1@austincc.edu. To learn more about FMLA go to, <http://www.austincc.edu/hr/employeehandbook/leavebenefits.php#fmla>.