

From: [Mizer, Lesley A](#)
Subject: New Online Time Off Courses Available
Date: Tuesday, August 08, 2017 4:36:11 PM
Attachments: [UsingPrograms-2017.pdf](#)

Dear A&M System Training Coordinators,

TrainTraq course no. 2001: *Time Off Issues for Supervisors* course has been retired and is no longer available. The content has been updated and separated into three shorter, scenario-based courses with a new look-and-feel.

- 2113158: [Leave Information and Guidance for Supervisors](#) - The objectives are to define the different types of paid and unpaid leave available to A&M System employees, practice administering the types of leave according to System Regulations, and to locate and use leave resources available to you.
- 2113159: [FMLA and Parental Leave Information and Guidance for Supervisors](#) - The objectives are to list the conditions eligible for Family Medical Leave (FML), and to recognize mistakes to avoid when confronted with FML issues.
- 2112756: [Comp Time Issues for Supervisors](#) - The objectives are for the supervisor to locate and use resources available for issues related to Fair Labor Standards Act (FLSA) compensatory and state compensatory time; explain the differences between FLSA comp time and state comp time; and calculate and monitor comp time hours accurately.

The courses do not have a System-level requirement, but can be assigned to supervisors and leave coordinators at your System member as needed. If you plan to manually assign them as a set, you can create a *program* in TrainTraq. This would allow you to make a single program assignment instead of multiple separate course assignments (see attached for more info). If you need assistance with creating a program or creating assignment rules to automatically assign any or all of these courses, please contact me or TrainTraqHelp@tamu.edu.

Sincerely,
Lesley

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