
FMLA: Keeping Current With Mandates

As Family and Medical Leave Act (FMLA) regulations change, keeping up can be a challenge. Companies of all sizes must remember that record-keeping is a key component of these mandates.

Employers are required to make, keep, and preserve records pertaining to their obligations in accordance with the recordkeeping requirements of the Fair Labor Standards Act (FLSA).

Records must disclose the following:

- Basic payroll and identifying information (including name, address, and occupation)
- Rate or basis of pay
- Terms of compensation
- Daily and weekly hours worked per pay period
- Additions to or deductions from wages
- Total compensation paid

In addition, covered employers who have eligible employees must also maintain records detailing:

- Dates of FMLA leave taken by FMLA eligible employees
- Hours of FMLA leave taken by FMLA eligible employees, if taken in increments of less than one full day
- Copies of employee notices of leave furnished to the employer
- Copies of all written notices given to employees as required under FMLA
- Documents describing employee benefits or paid/unpaid leave policies
- Premium payments of employee benefits
- Records of FMLA disputes

Compliance assistance information is available from the [Wage and Hour Division's Web site](http://www.wagehour.dol.gov/) <http://www.wagehour.dol.gov/>