

*We are pleased to announce the 2008 Schedule for the*

## HR Women's Networking Breakfast Briefings



EBG members of the firm, Kara M. Maciel and Minh N. Vu, along with the other women attorneys of the EBG Labor and Employment Group in Washington, DC, are pleased announce the kickoff of the HR Women's Networking Breakfast Briefings for 2008. Come join us for a complimentary networking breakfast with your professional peers, followed by an informal interactive briefing on hot employment law topics that we guarantee will not only be interesting, but highly relevant to your work and professional development.

**Wednesday,  
March 12**

- **Employee Leave Requests – Ensuring Compliance with the Newly Amended FMLA and ADA**

Minh N. Vu, Esq.

**Wednesday,  
June 11**

- **Oh No...It's an EEOC Charge! – How to Respond Effectively**

Kara M. Maciel, Esq.

**Wednesday,  
September 10**

- **Avoiding Liability with Proper Workplace Discipline and Discharge Procedures**

Mimi E. Soule, Esq.

**8:00 - 8:30 a.m.**  
**Registration and  
Networking**

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**8:30 - 9:30 a.m.**  
**Briefing and  
Discussion**

### **Location**

Epstein Becker & Green, P.C.

1227 25th Street, N.W.

7 Main Conference Room - Suite 700

Washington, DC 20037



## HR WOMEN'S NETWORKING BREAKFAST BRIEFINGS FOR 2008

### Employee Leave Requests – Ensuring Compliance with the Newly Amended FMLA and ADA

Minh N. Vu, Esq.

When an employee makes a request for leave, a number of statutes can come into play such as the ADA, the FMLA, and workman's compensation laws. Ms. Vu will go over when these statutes apply, the new amendments to the FMLA, and how to determine what an employer's obligations are under each. She will also discuss thorny issues such as requests for intermittent leave, creative strategies for dealing with FMLA leave abuses, and new lawsuits challenging the widespread policy of terminating employees who have been on long term disability.

### Oh No...It's an EEOC Charge! – How to Respond Effectively

Kara M. Maciel, Esq.

As an HR manager, you may be focused on how to best prevent problems that could expose your company to employment-related liability; however, HR professionals must also be cognizant of what to do once you actually receive a charge of discrimination. Ms. Maciel will discuss the steps and key strategies to help your company put forward the best defensive position to an EEOC charge, including how to conduct a thorough investigation into a charge of discrimination and how to prepare a position statement in response to an EEOC charge. Additionally, Ms. Maciel will discuss current trends in EEOC enforcement procedures and in discrimination and harassment law.

### Avoid Liability with Proper Workplace Discipline and Discharge Procedures

Mimi E. Soule, Esq.

One of the inevitable consequences of managing a business is having to discipline and discharge employees from time to time. Unfortunately, even the most careful employer – who only disciplines or terminates employees for all the right reasons – often gets sued. However, there are various precautions an employer can take to not only minimize the number of suits that may be brought, but also to minimize its exposure to liability when such suits are brought. Ms. Soule will discuss proper documentation of disciplinary and termination decisions; steps for reviewing a proposed termination and how to best avoid termination disputes; discharge procedures – including exit interviews and final paperwork; and how to recognize a potential litigant.

#### To register:

Mail, e-mail or fax the completed  
Registration Form to:

#### Kathy Merrill

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Name: \_\_\_\_\_

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Organization: \_\_\_\_\_

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Please indicate which Briefing(s) you are planning to attend:

March 12     June 11     Sept. 10

Click on the buttons to submit via email or to print a copy of this form.