



# AMERICAN PAYROLL ASSOCIATION

## *Hawaii Chapter*



ALOHA! The American Payroll Association Hawaii Chapter cordially invites you to attend an informative outreach session in Hilo. Please join us for....

### **“What You Need to Know About Family Medical Leave”**

- Are my employees eligible for FMLA or HFLL?
- What are the penalties if I don't offer this timely to my employees?
- Are you paying correctly when your employee is on an approved leave?
- How do I handle intermittent leaves?
- Confused if you should offer both Hawaii and/or Federal Medical Leave?

If you would like to know the answers to these questions, please come and join us.

#### ***Presented by:***

***Min Kirk, Investigator***  
***U. S. Department of Labor***

***Lori Hamada, Labor Law Specialist***  
***State Department of Labor***

- Date:** Friday, May 15, 2009
- Time:** 8:30 a.m. – Registration & Continental Breakfast  
9:00 to 11:00 a.m. - Program
- Location:** Hawaii Innovations Center at Hilo  
(the old Bank of Hawaii building)  
117 Keawe Street  
Conference Room – enter through the back door
- Session Fee:** \$15/person (includes continental breakfast)
- Parking:** Few stalls available at the building  
Additional parking available across the street
- Deadline:** **Registration & payment due by May 8, 2009 to:**  
Outrigger Hotels Hawaii  
2375 Kuhio Avenue  
Honolulu, Hawaii 96815  
Attention: Jane Inouye
- \*Make checks payable to: **APA Hawaii Chapter**  
Phone: #921-6563 or email: [Jane.Inouye@outrigger.com](mailto:Jane.Inouye@outrigger.com)  
to make your reservations

Please let us know if there are specific questions or issues that you would like to be addressed and we will forward to Ms. Kirk and/or Ms. Hamada.

**SIGN UP EARLY!!! LIMITED SEATING!!!**