

fmla tracking calendar

fmla tracking calendar is an essential tool for both employers and employees to manage and monitor leave under the Family and Medical Leave Act (FMLA). Efficient FMLA tracking ensures compliance with federal regulations, helps maintain accurate records, and supports effective workforce planning. This article explores the importance of a reliable FMLA tracking calendar, how to implement one, and best practices for maintaining accurate leave documentation. Additionally, it covers the benefits of using digital solutions and templates tailored for FMLA tracking. Whether managing intermittent leave or continuous absence, a comprehensive FMLA tracking calendar simplifies the process and reduces risks of errors or misunderstandings. The following sections provide an in-depth look at key aspects of FMLA tracking calendars and practical guidance for effective leave management.

- Understanding the FMLA Tracking Calendar
- Key Features of an Effective FMLA Tracking Calendar
- How to Implement an FMLA Tracking Calendar
- Benefits of Using Digital FMLA Tracking Tools
- Best Practices for Maintaining FMLA Compliance

Understanding the FMLA Tracking Calendar

A Family and Medical Leave Act (FMLA) tracking calendar is a systematic method used to record and monitor employee leave that qualifies under FMLA guidelines. It serves as an official log that tracks the duration and type of leave taken, ensuring that the employee's entitlement to up to 12 weeks of unpaid, job-protected leave is accurately managed. Understanding how the FMLA tracking calendar works is fundamental for HR professionals and managers tasked with administering leave policies and complying with federal labor laws.

Purpose and Importance

The primary purpose of an FMLA tracking calendar is to maintain precise records of employee absences related to family and medical reasons. This helps employers avoid legal penalties by demonstrating compliance with FMLA regulations and safeguards employee rights. Accurate tracking prevents the inadvertent exhaustion or overuse of FMLA leave and facilitates communication between employees and management regarding leave status.

Types of Leave Tracked

An FMLA tracking calendar typically records various types of qualifying leave, including:

- Serious health conditions affecting the employee or an immediate family member
- Birth and care of a newborn child
- Adoption or foster care placement of a child
- Military family leave for qualifying exigencies or caregiver leave

Tracking these categories accurately ensures proper allocation and usage of FMLA leave entitlements.

Key Features of an Effective FMLA Tracking Calendar

To be practical and compliant, an FMLA tracking calendar must incorporate several essential features. These characteristics support accurate record-keeping and streamline the leave management process for employers and employees alike.

Comprehensive Leave Recording

An effective calendar captures all relevant details, including start and end dates, type of leave, intermittent or continuous use, and any documentation submitted. This level of detail is crucial for monitoring leave accrual and usage precisely.

Ease of Use and Accessibility

The calendar should be user-friendly and accessible to HR personnel and authorized managers. Clear formatting and organized layouts facilitate quick updates and reduce errors when inputting leave information.

Automated Calculations and Alerts

Integration of automated features like leave balance calculations, notifications for approaching leave limits, and reminders for required documentation improves the efficiency of FMLA tracking. These features help prevent oversight and ensure timely communication.

Privacy and Security

Given the sensitive nature of medical and family information, the calendar must uphold strict confidentiality standards. Secure access controls and data protection measures are necessary to comply with privacy regulations and protect employee information.

How to Implement an FMLA Tracking Calendar

Implementing an FMLA tracking calendar involves several strategic steps to ensure accuracy and compliance. Whether using manual spreadsheets or advanced software, a structured approach enhances the calendar's effectiveness.

Assessment of Current Leave Management Practices

The first step is to review existing leave tracking methods to identify gaps or inefficiencies. Understanding current processes helps tailor the FMLA tracking calendar to meet organizational needs and regulatory requirements.

Choosing the Right Tracking Tool

Organizations can select from various tools ranging from simple spreadsheet templates to dedicated HR management software. The choice depends on the size of the workforce, complexity of leave patterns, and budget considerations.

Setting Up the Calendar

Key setup tasks include defining leave categories, inputting employee information, establishing tracking parameters, and configuring notification settings. Clear guidelines should be developed to ensure consistent data entry and management.

Training and Communication

Proper training for HR staff and supervisors is essential to ensure the calendar is used correctly. Employees should also be informed about how their FMLA leave will be tracked and the importance of timely communication.

Benefits of Using Digital FMLA Tracking Tools

Digital solutions for FMLA tracking calendars offer significant advantages over traditional manual methods. These tools enhance accuracy, efficiency, and compliance while reducing administrative burdens.

Improved Accuracy and Real-Time Updates

Digital tracking tools minimize human error by automating calculations and allowing real-time updates. This ensures that leave balances are always current and reduces discrepancies in record-keeping.

Streamlined Documentation Management

Electronic systems enable easy storage and retrieval of required medical certifications and notices. Centralized documentation management simplifies audits and supports compliance with FMLA recordkeeping requirements.

Enhanced Reporting Capabilities

Many digital FMLA tracking solutions provide customizable reports that help HR professionals analyze leave trends, monitor compliance, and prepare for regulatory inspections.

Integration with Payroll and HR Systems

Integration with payroll and human resource management systems allows seamless coordination of leave data, ensuring accurate pay adjustments and benefits administration during FMLA leave periods.

Best Practices for Maintaining FMLA Compliance

Maintaining compliance with FMLA regulations requires consistent attention and adherence to best practices in managing the FMLA tracking calendar.

Regular Audits and Reviews

Conducting periodic audits of FMLA records helps identify discrepancies or potential compliance risks. Reviewing the tracking calendar ensures that leave is recorded accurately and that all documentation is complete.

Clear Policies and Procedures

Establishing and communicating clear FMLA policies provides employees and managers with guidance on eligibility, notification requirements, and leave usage. Well-documented procedures support consistent application of the law.

Timely Communication

Prompt communication with employees regarding FMLA requests, approvals, and status updates helps manage expectations and reduces misunderstandings. Keeping employees informed about their leave balances and rights is key.

Documentation and Recordkeeping

Maintaining thorough and organized records of all FMLA-related correspondence, certifications, and actions is vital. Proper documentation protects the organization in case of audits or disputes and facilitates smooth leave administration.

Training and Education

Ongoing training for HR staff, supervisors, and managers on FMLA regulations and the use of the tracking calendar ensures compliance and enhances the overall effectiveness of leave management processes.

Summary of Best Practices

- Perform regular audits of FMLA leave records
- Develop and distribute clear FMLA policies
- Communicate promptly and clearly with employees
- Ensure thorough documentation and recordkeeping
- Provide continuous training for staff managing FMLA

Frequently Asked Questions

What is an FMLA tracking calendar?

An FMLA tracking calendar is a tool used by employers and employees to monitor Family and Medical Leave Act (FMLA) leave usage, ensuring compliance with leave entitlements and tracking the duration of leave taken.

How can an FMLA tracking calendar help employers?

An FMLA tracking calendar helps employers accurately track employee leave, manage leave balances, ensure compliance with FMLA regulations, avoid potential legal issues, and plan workforce scheduling effectively.

Are there digital tools available for FMLA tracking calendars?

Yes, many HR software platforms and apps offer digital FMLA tracking calendars that automate leave tracking, provide notifications, and generate reports to simplify managing FMLA leave.

What information should be included in an FMLA tracking calendar?

An FMLA tracking calendar should include employee name, leave start and end dates, type of leave taken, amount of leave used versus remaining, and notes on certification or intermittent leave usage.

Can employees access their own FMLA tracking calendars?

Depending on the employer's system, some organizations provide employees with access to their FMLA tracking calendars through employee self-service portals to help them monitor their leave usage and remaining entitlement.

Additional Resources

1. *Mastering FMLA Compliance: A Practical Guide to Tracking and Management*

This book offers a comprehensive overview of the Family and Medical Leave Act (FMLA) requirements and provides practical strategies for employers to effectively track and manage employee leave. It includes sample calendars, tracking templates, and case studies to help HR professionals stay compliant and avoid costly penalties. The guide is ideal for anyone responsible for overseeing FMLA administration in the workplace.

2. *The FMLA Tracker Workbook: Tools and Templates for Accurate Leave Management*

Designed as a hands-on resource, this workbook contains customizable calendars and tracking sheets specifically for FMLA leave. It helps users organize leave requests, monitor eligibility periods, and maintain proper documentation. With step-by-step instructions, it simplifies the complex process of FMLA tracking for small and large organizations alike.

3. *FMLA Calendar Solutions: Streamlining Employee Leave Scheduling*

This book focuses on the creation and utilization of efficient FMLA tracking calendars to improve workplace leave scheduling. Readers will learn how to integrate tracking tools with existing HR systems and ensure timely communication with employees. It also discusses best practices for balancing business needs with employee rights under FMLA.

4. *HR Guide to FMLA Tracking and Reporting*

An essential manual for human resources professionals, this guide covers the key aspects of tracking FMLA leave and generating reports for compliance audits. It explains federal and state regulations, documentation requirements, and offers advice on handling challenging leave scenarios. The book includes sample tracking calendars and reporting formats.

5. *Effective Leave Management: FMLA Tracking Calendars and Strategies*

Offering strategies for effective leave management, this book emphasizes the use of tracking calendars to monitor employee absences under FMLA. It outlines how to maintain accurate records, calculate leave entitlement, and manage intermittent leave. Practical tips and real-world examples make it a valuable resource for HR teams.

6. *FMLA Made Simple: Using Calendars to Track and Manage Leave*

This beginner-friendly guide introduces the concept of using calendars as a tool to simplify FMLA leave tracking. It breaks down complex regulations into easy-to-understand steps and shows how to create and maintain a tracking calendar tailored to company needs. Perfect for managers and HR

professionals new to FMLA administration.

7. The Complete FMLA Tracking Handbook

A detailed handbook that covers every aspect of FMLA tracking, from initial leave requests to return-to-work procedures. It provides templates for calendars and logs, instructions on compliance documentation, and tips to avoid common pitfalls. The book is a valuable reference for organizations aiming to maintain thorough and accurate leave records.

8. Digital Tools for FMLA Tracking: Implementing Calendars and Software Solutions

This book explores modern digital solutions for tracking FMLA leave, focusing on calendar integrations and software options that enhance accuracy and efficiency. It reviews various platforms, highlights their features, and offers guidance on selecting the right tools for different organizational sizes. The book also discusses data security and privacy considerations.

9. FMLA Compliance Calendar: Your Essential Tracking Companion

A practical companion designed to accompany HR professionals in their day-to-day FMLA tracking duties. This book includes ready-to-use calendar templates, checklists, and reminders to ensure compliance deadlines are met. It is an indispensable resource for maintaining organized and legally compliant leave records.

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FMLA Tracking Calendar: Conquer the Chaos of Leave Management

Are you drowning in paperwork, struggling to keep track of employee leave requests, and terrified of making a costly FMLA compliance mistake? The complexities of the Family and Medical Leave Act (FMLA) can overwhelm even the most organized HR departments. Missing deadlines, inaccurate record-keeping, and potential lawsuits are constant threats, consuming valuable time and resources. You need a streamlined system—a solution that simplifies FMLA tracking and protects your business from legal risks.

This ebook, "The Ultimate Guide to FMLA Tracking: A Calendar-Based Approach," provides the precise solution. It equips you with the knowledge and practical tools to effectively manage FMLA leave, ensuring compliance and minimizing disruption to your workforce.

Contents:

Introduction: Understanding FMLA and its implications for your business.

Chapter 1: Setting Up Your FMLA Tracking Calendar: Choosing the right system and essential calendar features.

Chapter 2: Efficiently Managing Employee Requests: A step-by-step guide to the process, from request to approval.

Chapter 3: Tracking Key Dates and Deadlines: Avoiding costly mistakes with proactive calendar management.

Chapter 4: Maintaining Accurate Records and Documentation: Best practices for record-keeping and compliance.

Chapter 5: Interacting with Employees and Providing Support: Communication strategies for successful leave management.

Chapter 6: Navigating Common FMLA Challenges: Addressing difficult situations and potential pitfalls.

Chapter 7: Leveraging Technology for FMLA Tracking: Exploring software solutions and their benefits.

Conclusion: Building a sustainable FMLA management system for long-term success.

The Ultimate Guide to FMLA Tracking: A Calendar-Based Approach

Introduction: Understanding FMLA and its Implications for Your Business

The Family and Medical Leave Act (FMLA) is a vital piece of legislation designed to protect employees' jobs while they take time off for specified family and medical reasons. For employers, understanding and complying with FMLA is crucial to avoid potential legal battles, hefty fines, and reputational damage. This Act mandates unpaid, job-protected leave for eligible employees under specific circumstances, such as the birth or adoption of a child, the care of a seriously ill family member, or the employee's own serious health condition. Failure to comply with FMLA can result in serious consequences. This guide will illuminate the intricacies of FMLA and demonstrate how a well-structured calendar-based approach can significantly simplify compliance. We'll cover everything from initial setup to navigating challenging situations, ensuring you're equipped to handle FMLA with confidence and efficiency.

Chapter 1: Setting Up Your FMLA Tracking Calendar: Choosing the Right System and Essential Calendar Features

A well-designed FMLA tracking calendar is the cornerstone of effective leave management. The

choice of calendar system depends on your business size and resources. Options range from simple paper calendars for smaller businesses to sophisticated HR software solutions for larger organizations. Regardless of your chosen method, several key features are essential:

Clear Categorization: The ability to categorize leave requests (FMLA, non-FMLA, etc.) is paramount. This allows for easy identification of FMLA-related absences.

Color-Coding: Use color-coding to highlight important dates, such as deadlines for paperwork, return-to-work dates, and intermittent leave schedules.

Visual Representation: A clear visual display of leave periods, including start and end dates, is essential for quick comprehension.

Integration with Other Systems: If possible, integrate your FMLA calendar with your payroll system and employee database for streamlined data management.

Notification System: Set up reminders for upcoming deadlines and important dates to avoid missed crucial actions.

Secure Access Control: Implement appropriate access controls to ensure confidentiality and data privacy.

Consider using features like recurring events for intermittent leave and custom fields to record specific details relevant to each employee's leave. The right system will greatly enhance organization and prevent costly oversights.

Chapter 2: Efficiently Managing Employee Requests: A Step-by-Step Guide to the Process, from Request to Approval

The process of managing employee FMLA requests should be clear, consistent, and documented. Here's a step-by-step guide:

1. **Request Submission:** Employees submit requests in writing, ideally using a standardized form.
2. **Eligibility Verification:** Verify the employee's eligibility based on FMLA requirements (hours worked, employment tenure).
3. **Medical Certification Review:** Review the medical certification provided by the employee's healthcare provider.
4. **Approval or Denial:** Based on eligibility and medical certification, approve or deny the request in writing.
5. **Notification:** Inform the employee of the decision in a timely manner.
6. **Calendar Entry:** Record the approved leave on the FMLA tracking calendar.
7. **Ongoing Monitoring:** Monitor the employee's leave and communicate regularly.
8. **Return to Work:** Facilitate a smooth return to work.

Chapter 3: Tracking Key Dates and Deadlines: Avoiding Costly Mistakes with Proactive Calendar Management

FMLA compliance involves stringent deadlines. The calendar must clearly display:

Request Submission Deadline: The date by which employees must submit their leave requests.

Medical Certification Deadline: The date by which medical certification must be provided.

Notice Requirements: Track the employer's notification obligations to the employee.

Return-to-Work Date: Clearly mark the expected return date to work.

Intermittent Leave Schedules: For employees taking intermittent leave, meticulously track scheduled days.

Chapter 4: Maintaining Accurate Records and Documentation: Best Practices for Record-Keeping and Compliance

Maintaining meticulously accurate records is crucial for FMLA compliance. Document all aspects of the leave process, including:

Employee Request Forms: Keep a copy of each FMLA request form submitted.

Medical Certifications: Maintain secure copies of all medical certifications.

Approval/Denial Notices: Retain records of all communication with employees.

Communication Logs: Document all interactions related to the leave.

Payroll Records: Maintain records of any pay adjustments during the leave period.

This documentation serves as critical evidence in case of a dispute or audit. Store these records securely and maintain a clear organizational system.

Chapter 5: Interacting with Employees and Providing Support: Communication Strategies for Successful Leave Management

Open and transparent communication is crucial for a positive leave management experience.

Clear Communication: Explain the FMLA process and timelines clearly to employees.

Regular Updates: Provide regular updates on the status of their leave request.

Empathy and Support: Show empathy and understanding to employees during a stressful time.

Confidentiality: Maintain confidentiality regarding medical information.

Effective communication minimizes anxiety and fosters a positive employee-employer relationship.

Chapter 6: Navigating Common FMLA Challenges: Addressing Difficult Situations and Potential Pitfalls

This chapter will address common challenges, such as:

Intermittent Leave: Managing the complexities of scheduling and tracking intermittent leave.

Employee Non-Compliance: Addressing situations where employees fail to adhere to the terms of their leave.

Medical Certification Disputes: Handling disagreements regarding medical certifications.

Return to Work Issues: Addressing issues related to an employee's return to work after leave.

Chapter 7: Leveraging Technology for FMLA Tracking: Exploring Software Solutions and Their Benefits

Consider using dedicated HR software or calendar applications with FMLA tracking capabilities.

These tools offer automation, enhanced security, and streamlined processes. Research options that integrate with your existing systems for seamless data flow.

Conclusion: Building a Sustainable FMLA Management System for Long-Term Success

By implementing a robust FMLA tracking system using a calendar-based approach, you can avoid costly mistakes, protect your business from legal risks, and cultivate a positive employee-employer relationship.

FAQs

1. What is FMLA? FMLA, or the Family and Medical Leave Act, is a US federal law that allows eligible employees to take unpaid, job-protected leave for specified family and medical reasons.
2. Who is eligible for FMLA leave? Eligibility depends on factors like employment tenure, hours worked, and the reason for leave.
3. What are the common reasons for FMLA leave? Common reasons include the birth or adoption of a child, serious health conditions of the employee or a family member, and military family care.
4. What are the employer's responsibilities under FMLA? Employers must provide notice to employees, review medical certifications, and maintain accurate records.
5. How long is FMLA leave? Generally, FMLA leave can last up to 12 weeks in a 12-month period.
6. What happens if an employer violates FMLA? Violation can result in fines, lawsuits, and reputational damage.
7. What is the best way to track FMLA leave? A calendar-based system, whether paper or digital, provides a visual and organized approach.
8. What software can help with FMLA tracking? Many HR software solutions incorporate FMLA tracking features. Research options to find the best fit for your business.
9. How can I ensure FMLA compliance? By thoroughly understanding the law, implementing a robust tracking system, and keeping meticulous records.

Related Articles:

1. Understanding FMLA Eligibility Requirements: A detailed breakdown of the criteria for FMLA eligibility.
2. FMLA Medical Certification Best Practices: Guidance on handling medical certifications and related paperwork.
3. Navigating Intermittent FMLA Leave: A comprehensive guide to managing intermittent FMLA requests.
4. The Employer's Guide to FMLA Compliance: A thorough explanation of employer obligations under FMLA.
5. Common FMLA Mistakes to Avoid: Highlighting frequent errors and how to prevent them.
6. Effective Communication Strategies for FMLA Leave: Tips for clear and supportive communication with employees.
7. FMLA and the ADA: Key Differences and Overlaps: Explaining the relationship between FMLA and the Americans with Disabilities Act.

8. The Impact of FMLA on Employee Morale: Exploring how effectively managing FMLA impacts employee satisfaction.
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fmla tracking calendar: PHR / SPHR Professional in Human Resources Certification Study Guide Sandra M. Reed, Anne M. Bogardus, 2012-04-18 NOTE: The exam this book covered, PHR/SPHR: Professional in Human Resources Certification, Fourth Edition, was retired SYBEX in 2018 and is no longer offered. For coverage of the current exam PHR and SPHR Professional in Human Resources Certification: 2018 Exams, Fifth Edition, please look for the latest edition of this guide: PHR and SPHR Professional in Human Resources Certification Complete Study Guide: 2018 Exams, Fifth Edition (9781119426523). The demand for qualified human resources professionals is on the rise. The new Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) exams from the Human Resources Certification Institute (HRCI) reflect the evolving industry standards for determining competence in the field of HR. This new edition of the leading PHR/SPHR Study Guide reflects those changes. Serving as an ideal resource for HR professionals who are seeking to validate their skills and knowledge, this updated edition helps those professionals prepare for these challenging exams. Features study tools that are designed to reinforce understanding of key functional areas Provides access to bonus materials, including a practice exam for the PHR as well as one for the SPHR. Also includes flashcards and ancillary PDFs Addresses key topics such as strategic management, workforce planning and employment, compensation and benefits, employee and labor relations, and Occupational Safety and Health

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fmla tracking calendar: *United States Code* United States, 2013 The United States Code is the official codification of the general and permanent laws of the United States of America. The Code was first published in 1926, and a new edition of the code has been published every six years since 1934. The 2012 edition of the Code incorporates laws enacted through the One Hundred Twelfth Congress, Second Session, the last of which was signed by the President on January 15, 2013. It does not include laws of the One Hundred Thirteenth Congress, First Session, enacted between January 2, 2013, the date it convened, and January 15, 2013. By statutory authority this edition may be cited U.S.C. 2012 ed. As adopted in 1926, the Code established prima facie the general and permanent laws of the United States. The underlying statutes reprinted in the Code remained in effect and controlled over the Code in case of any discrepancy. In 1947, Congress began enacting individual titles of the Code into positive law. When a title is enacted into positive law, the underlying statutes are repealed and the title then becomes legal evidence of the law. Currently, 26 of the 51 titles in the Code have been so enacted. These are identified in the table of titles near the beginning of each volume. The Law Revision Counsel of the House of Representatives continues to prepare legislation pursuant to 2 U.S.C. 285b to enact the remainder of the Code, on a title-by-title basis, into positive law. The 2012 edition of the Code was prepared and published under the supervision of Ralph V. Seep, Law Revision Counsel. Grateful acknowledgment is made of the contributions by all who helped in this work, particularly the staffs of the Office of the Law Revision Counsel and the Government Printing Office--Preface.

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fmla tracking calendar: Ask a Manager Alison Green, 2018-05-01 From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

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fmla tracking calendar: *Families Caring for an Aging America* National Academies of Sciences, Engineering, and Medicine, Health and Medicine Division, Board on Health Care Services, Committee on Family Caregiving for Older Adults, 2016-12-08 Family caregiving affects millions of Americans every day, in all walks of life. At least 17.7 million individuals in the United States are caregivers of an older adult with a health or functional limitation. The nation's family caregivers provide the lion's share of long-term care for our older adult population. They are also central to older adults' access to and receipt of health care and community-based social services. Yet the need to recognize and support caregivers is among the least appreciated challenges facing the aging U.S. population. *Families Caring for an Aging America* examines the prevalence and nature of family caregiving of older adults and the available evidence on the effectiveness of programs, supports, and other interventions designed to support family caregivers. This report also assesses and recommends policies to address the needs of family caregivers and to minimize the barriers that they encounter in trying to meet the needs of older adults.

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