



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Employee Services

Tuesday, April 5, 2016

MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS

FROM: MARK D. REINHOLD, ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

Subject: Release of OPM's Course: Introduction to Leave, Work-Life, and Workplace Flexibilities

I am pleased to announce the issuance of the U.S. Office of Personnel Management's (OPM's) "*Introduction to Leave, Work-Life, and Workplace Flexibilities*" course available at http://hru.gov/course_catalog.aspx?cid=229&mgr=false.

On June 23, 2014, President Obama signed a memorandum to promote a workplace culture for the 21st century that will support the Federal Government's ability to attract, empower, and retain a talented and productive workforce by expanding the use of workplace flexibilities and work-life programs. Among several requirements, the President directed OPM to work with agencies to support them in providing education and guidance about various workplace flexibilities and work-life resources available, and to support them in promoting workplace environments that incorporate workplace flexibilities and work-life programs into their organizational cultures.

To that end, the "*Introduction to Leave, Work-Life, and Workplace Flexibilities*" course provides a comprehensive overview of the benefits of a flexible workplace culture. The course is designed for employees, managers, and human resource professionals supporting work-life and workplace flexibility programs. The course will help participants gain insight into the commonly used leave, work-life, and workplace flexibility options available to Federal employees and managers, as well as how to access these options to meet various needs.

The web-based course is provided to agencies at no cost on OPM's HR University (www.hru.gov). If you have any questions about the course, please contact pay-leave-policy@opm.gov or worklife@opm.gov.

cc: Chief Human Capital Officers, Chief Learning Officers, Directors of Diversity and Inclusion