Internship Position: FMLA HR Specialist Internship

Internship ID

SO12SP27-6

Location

Austin, Texas

Education

Undergraduate

Schedule

In-Person

Hours

20 hours Per Week

Paid/Unpaid

Unpaid

Description

We are looking for an intern to serve as an FMLA specialist. You will be tasked with:

- Receiving, scanning, indexing and filing medical certifications and supporting documents.
- Review forms for completeness and follow up on missing information.
- Ensure records are maintained according to agency policies and retention requirements.
- Respond to basic inquiries regarding leave procedures and forms.
- Distribute FMLA packets and information materials.
- Communicate with employees regarding documentation deadlines.
- Assist supervisors in understanding administration leave processes.