

Certified Leave Management Specialist (CLMS) Certification Practice Test (Sample)

Study Guide



Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Which of the following medical conditions would likely require the employee to provide advance notice of leave due to a predictable absence schedule?**
 - A. Migraine Headaches**
 - B. Back Pain**
 - C. Prenatal routine care**
 - D. Allergies**

- 2. Which factor is NOT a criterion for determining FMLA eligibility?**
 - A. Timeframe of the leave request**
 - B. Employee's previous job title**
 - C. Qualifying reasons for leave**
 - D. Employee status at the company**

- 3. What is the maximum duration for military caregiver leave under FMLA?**
 - A. 12 weeks**
 - B. 24 weeks**
 - C. 26 weeks**
 - D. 30 weeks**

- 4. If a District of Columbia employee takes 14 weeks off to care for her sister, how much leave remains for the next 24 months?**
 - A. 2 weeks of state leave left and 16 weeks for her own health**
 - B. 16 weeks of state leave only**
 - C. No remaining leave**
 - D. Full federal leave renewal**

- 5. Which employees are eligible for FMLA leave?**
 - A. Employees who have worked for at least 6 months**
 - B. All full-time employees regardless of tenure**
 - C. Employees who have worked for their employer for at least 12 months and have at least 1,250 hours of service**
 - D. Employees with a current health condition only**

6. Who is eligible for FMLA leave?

- A. Employees who have worked for their employer for at least 6 months**
- B. Employees who have worked for their employer for at least 12 months and meet other criteria**
- C. Any employee regardless of time worked**
- D. Only part-time workers who meet specific criteria**

7. Can an employee take FMLA leave to care for a covered service member and for another qualifying reason during the same 12-month period?

- A. Yes**
- B. No**
- C. Only in certain cases**
- D. Only with employer approval**

8. FMLA allows leave for serious health conditions affecting which of the following?

- A. Only immediate family members**
- B. Only spouses**
- C. Only children**
- D. Family members including parents, children, and spouses**

9. If an employee is approved and paid for 3 weeks of work under Workers' compensation, do they need FMLA leave coverage?

- A. True**
- B. False**
- C. Only if they apply for it**
- D. Depends on the job**

10. Can employees take FMLA leave for mental health issues?

- A. No, mental health is not included**
- B. Yes, if they qualify as a serious health condition**
- C. Only for anxiety disorders**
- D. Only if they are hospitalized**

Answers

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1. C
2. B
3. C
4. A
5. C
6. B
7. A
8. D
9. B
10. B

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Explanations

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1. Which of the following medical conditions would likely require the employee to provide advance notice of leave due to a predictable absence schedule?

- A. Migraine Headaches**
- B. Back Pain**
- C. Prenatal routine care**
- D. Allergies**

The correct answer is prenatal routine care because it typically involves scheduled appointments that can be anticipated in advance. This predictability allows the employee to inform their employer ahead of time about their need for leave. Prenatal appointments are generally regular and planned in advance, making it easier for the employee to manage their work schedule around these appointments. In contrast, conditions like migraine headaches and back pain often present unpredictably. Migraine headaches can occur suddenly without warning, leading to an acute need for leave. Similarly, back pain can fluctuate and may not follow a consistent pattern, making it difficult for employees to predict when they might need to take time off. Allergies, while they can be seasonal, typically do not follow a set schedule that would require advance notice for leave, as reactions can vary and often occur unexpectedly.

2. Which factor is NOT a criterion for determining FMLA eligibility?

- A. Timeframe of the leave request**
- B. Employee's previous job title**
- C. Qualifying reasons for leave**
- D. Employee status at the company**

The factor that does not serve as a criterion for determining FMLA eligibility is the employee's previous job title. FMLA eligibility is primarily focused on specific criteria laid out in the Family and Medical Leave Act, which includes the length of time an employee has worked for the employer, the number of hours worked in that timeframe, the reason for the requested leave, and the status of the employee at the company. The previous job title of an employee does not impact their eligibility for FMLA. While it might give some insight into the employee's experience or role within the organization, eligibility is based on their current employment status, not what position they held previously. Factors such as the timeframe of the leave request, qualifying reasons for leave, and employee status (like full-time or part-time) are essential in assessing whether an employee can take leave under FMLA provisions. Each of these criteria helps ensure that the leave is taken under appropriate circumstances as defined by the law.

3. What is the maximum duration for military caregiver leave under FMLA?

- A. 12 weeks**
- B. 24 weeks**
- C. 26 weeks**
- D. 30 weeks**

The maximum duration for military caregiver leave under the Family and Medical Leave Act (FMLA) is 26 weeks. This type of leave is specifically designed for eligible employees who need to care for a covered service member with a serious injury or illness. The 26-week allowance is significant because it recognizes the unique and often intense caregiving that may be required for service members who are recovering from service-related injuries or illnesses. This extended period of leave is essential to provide adequate time for caregivers to support their loved ones during critical recovery phases, reflecting the federal policy's commitment to the families of military personnel. In contrast, the standard FMLA leave for most other qualifying conditions is limited to 12 weeks, which is why understanding the distinctions between different types of leave under FMLA is important. The choices that present durations of 12 weeks, 24 weeks, and 30 weeks do not align with the specific provisions laid out for military caregiver leave.

4. If a District of Columbia employee takes 14 weeks off to care for her sister, how much leave remains for the next 24 months?

- A. 2 weeks of state leave left and 16 weeks for her own health**
- B. 16 weeks of state leave only**
- C. No remaining leave**
- D. Full federal leave renewal**

The situation presented involves understanding the nuances of leave entitlements for employees in the District of Columbia, particularly under the Family and Medical Leave Act (FMLA) and applicable state leave policies. In this scenario, the employee initially has a total of 16 weeks of state leave available. If she has taken 14 weeks to care for her sister, it means that she has utilized a significant portion of her allotted leave. The correct conclusion is that after taking 14 weeks for this purpose, there are still 2 weeks of state leave left. Additionally, the employee may have the ability to use another type of leave related to her own health needs. Under the FMLA, an employee is usually entitled to take up to 12 workweeks of leave in a 12-month period for qualifying reasons, such as a serious health condition. However, the question seems to indicate that the employee has specific state leave policies that allow for 16 weeks of total leave, which includes both personal health leave and leave taken to care for family members. Since the employee has taken most of her state leave but still has 2 weeks remaining, she would also retain the ability to apply for additional leave for her own health needs, which is why it is mentioned

5. Which employees are eligible for FMLA leave?

- A. Employees who have worked for at least 6 months
- B. All full-time employees regardless of tenure
- C. Employees who have worked for their employer for at least 12 months and have at least 1,250 hours of service**
- D. Employees with a current health condition only

The eligibility criteria for the Family and Medical Leave Act (FMLA) are specifically defined, and the correct choice aligns with these requirements. Employees must have worked for their employer for at least 12 months and have logged a minimum of 1,250 hours of service within the past 12 months to qualify for FMLA leave. This means that both tenure and the amount of time worked are crucial components of assessing eligibility. By establishing these criteria, the law ensures that FMLA leave is available to employees who have substantial experience with their employer and who have actively engaged in their position long enough to merit the protection offered by FMLA. This reflects a balance between supporting employees in managing family and medical needs while also safeguarding the employer's operational interests. Other options do not meet the requirements set forth by the FMLA. The first option is incorrect because merely having worked for 6 months does not satisfy the 12-month requirement. The second option fails as it implies full-time status alone suffices for eligibility, disregarding the necessary 12 months and 1,250 hours worked. The fourth option is invalid since FMLA leave can be taken for reasons beyond current health conditions, including the birth or adoption of a child, caring

6. Who is eligible for FMLA leave?

- A. Employees who have worked for their employer for at least 6 months
- B. Employees who have worked for their employer for at least 12 months and meet other criteria**
- C. Any employee regardless of time worked
- D. Only part-time workers who meet specific criteria

The correct answer is based on the stipulations of the Family and Medical Leave Act (FMLA). To be eligible for FMLA leave, employees must have been employed by their employer for at least 12 months and have worked at least 1,250 hours during the previous 12 months. This requirement ensures that the employee has established a sufficient level of commitment to the employer and has accrued a minimum amount of work hours, which justifies access to job-protected leave for specific family and medical reasons. The other choices do not align with these requirements. The option regarding 6 months of employment does not meet the 12-month criteria set by the FMLA. The suggestion that any employee is eligible irrespective of their time worked fails because it does not consider the necessary employment duration. Lastly, the notion that only part-time workers are eligible is incorrect, as full-time employees are also covered under the FMLA, provided they meet the duration and hours worked criteria.

7. Can an employee take FMLA leave to care for a covered service member and for another qualifying reason during the same 12-month period?

- A. Yes**
- B. No**
- C. Only in certain cases**
- D. Only with employer approval**

An employee is indeed allowed to take FMLA leave to care for a covered service member and for another qualifying reason during the same 12-month period. The Family and Medical Leave Act (FMLA) provides that eligible employees can take up to a total of 12 workweeks of leave for qualifying family and medical reasons within a 12-month period. This includes scenarios such as caring for a covered service member under the military caregiver leave provision and also for other personal or family medical needs, such as the employee's own serious health condition, caring for a family member with a serious health condition, or other designated reasons under the law. This flexibility allows employees to address multiple caregiving responsibilities or health situations simultaneously, ensuring they can meet both personal and family obligations without the risk of losing job security during challenging times. The law supports employees in navigating their caregiving needs effectively, acknowledging that circumstances may require varied types of leave within the same timeframe.

8. FMLA allows leave for serious health conditions affecting which of the following?

- A. Only immediate family members**
- B. Only spouses**
- C. Only children**
- D. Family members including parents, children, and spouses**

FMLA, or the Family and Medical Leave Act, provides eligible employees the right to take unpaid leave to care for themselves or their immediate family members when serious health conditions arise. The correct choice encompasses a broader range of family members than the other options, which focus on specific relationships. Under FMLA, "family members" includes parents, children, and spouses, allowing employees to take leave to care for any of these individuals during serious health issues. This inclusiveness ensures that employees have the flexibility to attend to the needs of their immediate family, reflecting the law's acknowledgment of the various crucial relationships in an employee's life. In contrast, the other options limit the scope of eligible family members, which does not align with the provisions of FMLA. By specifying only one type of family member or restricting it to immediate family, those options fail to capture the comprehensive support intended by the legislation. Thus, the choice that encompasses all relevant family members is the most accurate representation of FMLA's intent.

9. If an employee is approved and paid for 3 weeks of work under Workers' compensation, do they need FMLA leave coverage?

- A. True**
- B. False**
- C. Only if they apply for it**
- D. Depends on the job**

Workers' compensation benefits are distinct from Family and Medical Leave Act (FMLA) leave. When an employee is receiving workers' compensation payments for a work-related injury, this typically covers their lost wages and medical expenses. Approval for workers' compensation does not automatically trigger FMLA leave, as FMLA is specifically designed to address serious health conditions that require time off for family or medical reasons, which may not necessarily overlap with the circumstances surrounding a work injury. FMLA may provide additional job protection but is not required if the employee is already compensated for their time off work under the workers' compensation program. Therefore, it is accurate to state that if an employee is fully compensated for their absence due to a work-related injury through workers' compensation, they do not need FMLA leave coverage to protect their job during this period.

10. Can employees take FMLA leave for mental health issues?

- A. No, mental health is not included**
- B. Yes, if they qualify as a serious health condition**
- C. Only for anxiety disorders**
- D. Only if they are hospitalized**

Employees can take Family and Medical Leave Act (FMLA) leave for mental health issues, provided that these issues qualify as a serious health condition. The FMLA allows for leave to care for a serious health condition that involves either inpatient care or continuing treatment by a healthcare provider. Mental health issues, such as depression, anxiety, or other psychological disorders, can meet this criterion if they are serious enough to impair an employee's ability to perform their job and require ongoing treatment. The definition of a serious health condition under the FMLA includes not only physical ailments but also mental health conditions that necessitate treatment and can last for an extended period. Therefore, as long as the employee meets the eligibility requirements and the mental health condition meets the serious health condition criteria, they are entitled to take FMLA leave. This underscores the law's recognition of the importance of mental health, similar to physical health.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://certifiedleavemanagementspecialist.examzify.com>

We wish you the very best on your exam journey. You've got this!

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