

COMMON LEAVE ADMINISTRATION CHALLENGES EMPLOYERS FACE:

- Keeping up with the current and future leave laws and their requirements for documentation, deadlines, and communications.
- Identifying usage patterns and misuse of leave.
- Understanding and educating employees about the various leaves available to them and how they interact.
- Providing all the required Leave information to employees.
- Tracking leaves of absence.

WHY OUTSOURCE?

- **MITIGATE RISK:** The number one reason our clients tell us they decided to outsource their leave administration, is for fear of falling out of compliance.
- **SAVE TIME:** By outsourcing the leave administration process, HR is less burdened by frequent leave questions and piles of leave paperwork. Instead, they are able to focus their time on business-critical initiatives.
- **SAVE MONEY:** Many clients find that outsourcing leave administration costs less than hiring someone to manage the process in-house.



State and Federal leave laws are becoming increasingly more complex over time, and employers are finding themselves overwhelmed by the risk of falling out of compliance. With so many different regulations to follow, are you sure you're doing everything right?



ADMINISTRATION SERVICES: HR WORKS VERSUS INSURANCE CARRIERS

Leave Administration Services	HR Works	Carriers
Handle incoming employee calls & emails	✓	✓
Determine leave eligibility	✓	✓
Distribute leave paperwork	✓	✓
Monitor claims	✓	✓
FMLA approval management	✓	✓
Manage return to work process	✓	✓
Carrier neutral	✓	
Real-time HR/Payroll system access (technology neutral)	✓	
No need for carrier connections or feeds	✓	
Dedicated point of contact for all leave situations	✓	
Focused on employee satisfaction	✓	
In-house HR compliance experts	✓	
Leave administration is core business	✓	
No minimum employee count required	✓	
Extension of HR department	✓	
Customized employee communications (co-branding, etc.)	✓	
Visibility into all leave activity and documents through client self-service portal	✓	

