



LeaveLink[®]

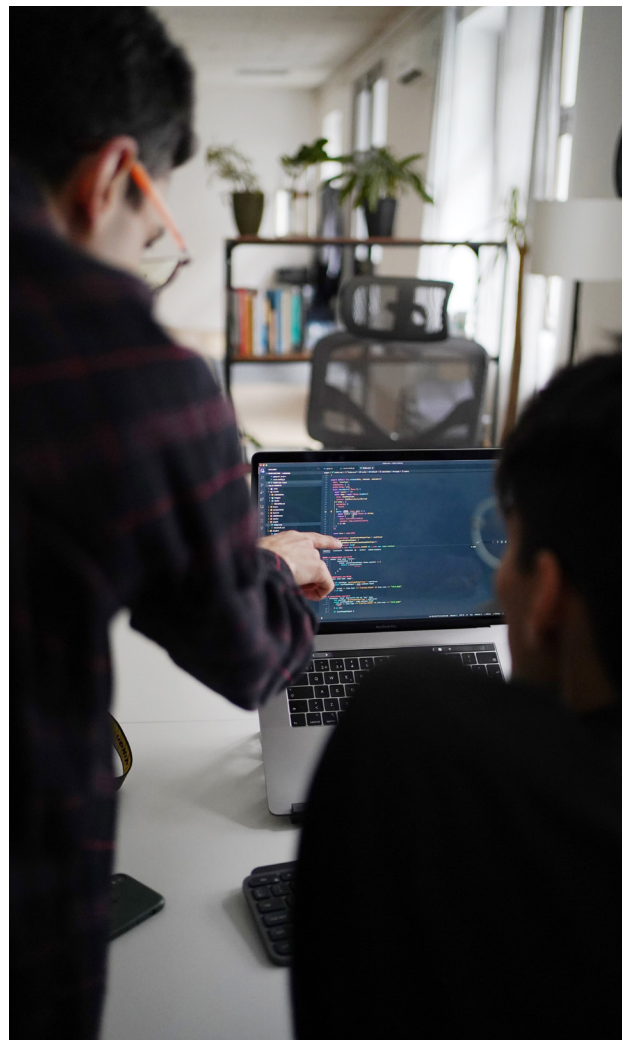


Navigating employee leaves of absence and accommodations under the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA) and evolving state-specific leave laws can be challenging. Our cloud-based application, LeaveLink[®] helps employers expedite requests, track employer-authorized leaves, administer all leave types and track insurance premiums.

LeaveLink[®] offers employers compliant and efficient absence management tracking in a single, integrated platform. Through statistical analysis reporting, precise tracking, and customized paperwork generation compliant with state and federal laws, LeaveLink's powerful absence management capabilities reduce the likelihood of Department of Labor investigations and employee lawsuits.

Benefits

- Minimized risk of Department of Labor (DOL) investigations, lawsuits and manager's personal liability
- Expected 65% time savings from manual to automated administration
- Online trend analysis and alerts related to potential absence abuse
- Improved attendance, productivity, quality, customer service, employee morale and bottom line
- Data coordination between multiple administrators and vendors



Features

- 100% web-deployed
- Able to accept historic information into our system to ensure fast deployment and relieve the administrative burden
- Employee self-service absence request and status inquiry
- Simple navigation and data display
- Flexible security levels for employer-specified access groups
- Comprehensive audit trail and reporting tools
- Determination of leave eligibility and entitlement designations for each policy
- Tracking of federal family medical leave, including continuous, intermittent and reduced schedule leave
- Automatic application of state leave based on the employee's work location and reason for leave
- Integration of employer-authorized leaves and policies
- Administrator and manager work lists
- Customized paperwork generation compliant with state and federal laws
- STD and workers' compensation coordination and tracking
- Health and welfare premium payment tracking for employees during their leave from work

Complete absence tracking

LeaveLink provides you with one system to record and report all types of employee absences. It tracks and administers federal Family and Medical Leave Act (FMLA) and state and employer authorized leaves along with day one absences such as bereavement leave and jury duty. In addition, the system can communicate with disability and workers' compensation vendors to provide a complete view of employee absences.

Improved productivity

LeaveLink's advanced analysis tools help you to identify and reduce FMLA abuse, which decreases the need for overtime and temporary employees. Ensuring regular attendance improves productivity, quality, customer service, employee morale and, ultimately, the bottom line.

Reduced administrative costs

By providing a user-friendly, compliant system, LeaveLink reduces the administrative time and costs required to manage absences. It includes features to monitor leave administration tasks, significantly reduce the touch-time to process leaves, empower employees for leave requests and inquiries and automate data sharing between appropriate parties.

Federal and state compliance

LeaveLink incorporates all federal and state leave law rules. For employers with large workforces located in multiple states, LeaveLink eliminates confusion about which policies apply during an employee's leave of absence. For example, it automatically applies federal FMLA concurrently with Pregnancy Disability Leave (PDL) and the California Family Rights Act (CFRA) to a female employee's pregnancy leave in California. At the same time, LeaveLink recognizes that PDL and CFRA cannot run concurrently with each other.

Comprehensive reporting

For many employers, it is very difficult to compile absence and leave information from multiple systems and/or manual records. With LeaveLink, all absence data resides in one system for easy creation of comprehensive reports. LeaveLink's report library includes detailed summary, trend, list, audit and analysis reports. Each report uses a filter that allows you to specify the scope of the data and the desired date range. For example, you can create a report of employees who have taken leave for a given reason in a selected department from June through December.