

WE ARE SPECIALISTS

in FMLA and State Leave Administration



our focus

Leavex FMLA and State Leave administration services are focused on providing a true outsourcing solution for your continuous and intermittent leaves. Upon notification of an FMLA or State Leave event, Leavex assumes the responsibility and liability associated with identifying, qualifying, and the day-to-day administration for employees requesting leave under FMLA and State Leave protection.

From California's CFRA, PDL and FMLA requirements to New Jersey's FML, we make sure your leaves are tracked accurately and all proper communication is sent to your employees.

We are also a great resource to answer any questions you may have about the ADA, Disability and COBRA and how they work together.

let us do the work

- > Manage Intermittent and Continuous Leaves
- > Send required forms and notices to employee
- > Make determination of FMLA leave eligibility
- > Track and report FMLA hours
- > Have legal counsel available for further compliance
- > Hold harmless compliance guarantee
- > Train client managers and supervisors
- > Customize FMLA and State Leave activity reports
- > Secured document storage
- > Provide fair and impartial treatment of employees

Compliance Management Services



FMLA AND STATE LEAVE ADMINISTRATION

Let us remove your FMLA and State Leave administration burden. Think of the time you will save by not updating spreadsheets, mailing required forms and notices, tracking down leave information or trying to keep up-to-date on the changes to FMLA and State Laws.

Our team of Federal and State Leave administration experts will process your FMLA and State leaves with efficiency and professionalism while guaranteeing compliance.



THE LEAVEX ADVANTAGE

- > Stand-alone third party administrator
- > Full-service compliance management
- > Work with companies of all sizes
- > Guaranteed compliance
- > Knowledgeable account managers
- > Customized forms and reports
- > Superior data security
- > Proven processes
- > Innovative proprietary technology

why choose Leavex

WE ARE THE EXPERTS AT FMLA AND ABSENCE MANAGEMENT

We understand the burden and costs associated with trying to administer FMLA and State Leave responsibilities in-house. Our processes and technologies were developed to provide flexible administration that adapts to your current processes to deliver the most personalized FMLA and State Leave Administration available.

EASILY MANAGE INTERMITTENT AND CONTINUOUS LEAVES

We track your leaves to make sure that time taken falls within approved guidelines and process recertifications and communications for any additional time taken by the employee. This creates a consistent leave process that manages all intermittent and continuous leaves fairly and accurately.

WE HAVE EXPERIENCE WORKING WITH CLIENTS OF ALL SIZES

Whether you are a company of 50 or 50,000 we have an FMLA and State Leave solution for your budget. We have developed pricing options that make our services affordable to any company while receiving the highest level of service and compliance guarantees.

advanced data security

YOUR DATA IS SAFE WITH LEAVEX

We are proud of the high level of security measures we have implemented to ensure that all data is protected during transmission and data storage. We accomplish this by using top of the line encryption software and safeguards through every step of the data transmission process. Our system is constantly being updated as new security technology is introduced to the marketplace. We take data security very seriously and understand its importance in delivering successful compliance management services.

- > SSL Encrypted forms and reports
- > Data feeds utilize PGP Encryption
- > Secured FTP file uploads
- > Internal role-based data access
- > Daily off-site system backup
- > 24/7 security for hardcopy data
- > Climate controlled storage center

hold harmless guarantee

Our hold harmless guarantees that once we receive the employee leave request we assume all liability for medical certifications, documentation requests, qualifying the leave, sending required employee communications, tracking and reporting hours, document storage, and fitness-for-duty certifications. This is our guarantee that your leave administration will be done accurately, timely, and with impartial judgment.



We are so confident in our people, processes and systems that all services are backed by hold harmless and service guarantees.

get started

It is very easy to begin outsourcing your compliance administration with Leavex.

Step 1. Contact us or fill out the online *request a quote* form.

Step 2. An introduction meeting to discuss your company, internal processes, and reporting requirements.

Step 3. Leavex creates online reporting and forms that are specific to the needs of your company.

Step 4. Leavex communicates processes to your employees and active participants.

Step 5. Leavex begins compliance administration for your company.

Implementation is completed within three business days of signing the agreement.

What's the next step? Contact us at 1-888-LEAVEX (1-888-853-2839) to schedule a webinar presentation and see how we make life easier for our clients. We assume the time-consuming tasks of leave management and provide the online reporting tools available to keep you informed through every step of the leave process.

Leavex

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Leave it to us. We'll do the work.

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