



FMLASource®

Minimizing FMLA Cost and Liability Through Expert Administration and Consultation

The Family and Medical Leave Act provides employees with an unpaid leave of absence of up to 12 weeks per year for the birth or adoption of a child, for an employee's own serious medical condition, or for the care of a family member with a serious medical condition. And for the care of an injured service member, FMLA time off can reach 26 weeks.

While it may seem straightforward to interpret who qualifies for FMLA, most managers and supervisors find it complex—and unfortunately the law places the burden on them to interpret if an employee's circumstance qualifies for FMLA. In addition, the law requires managers and supervisors to be able to demonstrate fair and equal treatment of all employees. Unfortunately, this often results in employer liability for those managers and supervisors who inconsistently manage the FMLA process.

FMLASource offers a convenient alternative to internally administering FMLA that greatly reduces an organization's FMLA costs and liability risk. We provide guidance on FMLA requirements and employee eligibility, handle the administrative tasks associated with FMLA, coordinate the FMLA benefit on behalf of the employer and train and consult with employers on how best to apply FMLA. The outcome is fair, accurate and consistent FMLA administration to avoid litigation.

Delivering a Convenient, Reliable Alternative to Internal FMLA Administration

Our staff of HR specialists and attorneys manages FMLA cases from start to finish, shouldering the administrative burden on behalf of the employer. We respond to employee requests, explain the employer's FMLA policies, determine eligibility, track FMLA time taken and document compliance with state and federal requirements.

In addition to tracking and documenting FMLA cases, FMLASource partners with the employer and its HR professionals to minimize business interruptions that can accompany FMLA absences. We provide guidance on individual FMLA cases, coordinate complex cases that combine multiple benefit areas and oversee the return-to-work process when employees complete their leave. We also provide utilization reports that account for the individual employees on leave, their qualifying events and their anticipated return to work so that managers and supervisors can better plan their staffing requirements. And, employers are able to review much of their FMLA activity online through our website.

The ComPsych Difference

- Approval and denial correspondence
- Secure recording and tracking of all employee requests and individual leaves
- Complete documentation for each case
- Oversight of return to work
- Utilization reports of employees on leave, frequency of leave and qualifying events
- Telephonic and Web-based leave requests and status updates
- Integration with the ComPsych full suite of GuidanceResources services
- Tracking of leave concurrently with disability and workers comp vendors
- Access to FMLA experts and attorneys through a dedicated toll-free number and via Internet for managers, HR and employees
- Training for HR staff and managers/supervisors
- Support for the development of corporate policies and procedures
- ADA leave solutions available

Stay Ahead of Performance, Productivity and Health Issues

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ADA Leave Solutions Help Reduce Risk

FMLASource also offers a comprehensive solution to ADA leave administration that is seamlessly integrated with our FMLA services. This service gives employers the ability to comply with leave-of-absence requests covered under the FMLA and ADA, administering each law in accordance with its individual and ever-changing regulatory requirements and trends.

Reducing the Costs, Pitfalls and Complexities of Leave Management

FMLASource specialists and attorneys are dedicated to supporting the employer in every possible way to make FMLA and ADA management as turnkey and streamlined as possible. We begin by making FMLASource staff accessible through a dedicated toll-free number, as well as via the Internet. We then train the employer's HR staff, supervisors and managers on employee rights under the law and the legal and financial implications of FMLA decisions. Expert ADA coaches provide guidance to ensure a well-reasoned, individualized analysis. On an ongoing basis, we support the employer in developing policies and procedures and keep managers and supervisors up to date on the latest state and federal regulations.

In short, FMLASource provides employers, HR professionals and employees the following program benefits:

- Quick, accurate answers to tough FMLA questions
- Readily available expertise and consultation for managers/supervisors
- Lower administrative costs and improved efficiency
- Assured compliance with state and federal FMLA regulations
- Decreased liability from the administration of FMLA benefits
- Reduced abuse of the FMLA benefit
- Consistent application of FMLA policies—a key requirement under the law
- ADA leave review and administrative services fully integrated with FMLA processes and tools

“Our mission is to provide guidance on FMLA requirements and employee eligibility, handle the administrative tasks associated with FMLA, coordinate the FMLA benefit on behalf of the employer and train and consult with employers on how best to apply FMLA.”

About ComPsych

ComPsych® Corporation is the world's largest provider of employee assistance programs (EAP) and is the pioneer and worldwide leader of fully integrated EAP, behavioral health, wellness, work-life, HR, FMLA and absence management services under its GuidanceResources® brand. ComPsych provides services to more than 50,000 organizations covering more than 109 million individuals throughout the U.S. and 160 countries. By creating “Build-to-Suit” programs, ComPsych helps employers attract and retain employees, increase employee productivity and improve overall health and well-being.

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