

Outsourcing FMLA Administration



What is The Family and Medical Leave Act of 1993 (FMLA)?

FMLA provides for up to 12 weeks of unpaid, job-protected leave within a 12-month period for eligible employees to attend to:

- The birth or adoption of a new child
- The serious health condition of a qualified family member
- The employee's own serious health condition

Any employee who has worked at a company (with a minimum of 50 employees within a 75-mile radius) for at least one year and 1,250 hours is entitled to utilize FMLA.

Are You Really in Compliance?

Employees value the job and health benefit protection that FMLA provides. However, the FMLA also creates administrative burdens that can tie up company resources. Reed Group can minimize this burden with cost-effective outsourced FMLA administration services.

FMLA Challenges for Employers

- Significant time and resource is spent to research the most current state and federal legislation and rulings
- As employees' knowledge and use of FMLA time increases, so do the associated administrative and personnel costs
- Increasing exposure to job protection and potential litigation
- Leave is taken with little or no notice, causing scheduling difficulties and increased absenteeism concerns
- Unnecessary/difficult record keeping; decentralized information; inequitable treatment of employees
- Burden of determining what constitutes a serious health condition
- Tracking intermittent and reduced-schedule leaves to 15 minute increments
- Emergence of paid family leave programs

FMLA Issues for Employees

- Employees continue to increase utilization of FMLA
- Co-workers pick up additional work for those on leave
- Employees resent employers invading privacy and asking sensitive questions when making FMLA determinations
- Growing concern that the law is not being applied consistently for all employees

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Outsourcing FMLA Administration, continued

Advantages of Outsourcing FMLA

By electing to outsource the administration of FMLA leaves, employers can:

- Reduce absence-related expenses through more efficient, automated administration and closer communication with the involved parties
- Positively impact employee productivity and morale through fair and consistent application of FMLA legislative requirements
- Alleviate employees' and supervisors' concerns about privacy
- Provide consistent tracking, employee education, and employee correspondence
- Remain in compliance with state and federal FMLA laws
- Accurately track and report lost work time and costs

Reed Group FMLA Solutions

There is a natural correlation between disability, WC, and FMLA - yet FMLA is not an insured product. Concurrent administration and tracking of FMLA leaves with occupational and non-occupational lost time is advantageous for employers. Employers can work with Reed Group to ensure that employees are fully educated on their rights and time off privileges, while also decreasing any "double dipping" of excess lost time when not medically appropriate or legally mandated.

About Reed Group

Reed Group leads the industry with its return-to-work information and service solutions. As a pioneer in disability management for the last 25 years, Reed Group literally wrote the book, publishing the first edition of the seminal reference, *The Medical Disability Advisor*, in May 1991. Founded by Dr. Presley Reed, Reed Group provides its products and services to national clientele in all 50 states, as well as in over 38 other countries. For information about return-to-work guidelines, FMLA administration, and disability case management services Reed Group can provide, please contact us at 866.889.4449. Or visit us at www.reedgroup.com.

Credibility

Reed Group has administered FMLA for employers throughout the US since 1997. We offer FMLA services stand-alone or in tandem with our case management services. Experienced Leave Specialists oversee all areas of the FMLA notification, tracking and reporting programs, and Nurse Case Managers are available to make determinations on the medical specifics of leave requests.

Services

Reed Group has a proven track record of successfully assisting employers in effective FMLA administration. Our customized programs will ensure that FMLA is administered according to your organization's values and policies.

Our system has been customized to meet the specific needs of absence management, and enables tracking of intermittent and reduced-schedule FMLA time in as little as 15-minute increments. Calculations compare the employee's regular work schedule to actual FMLA absence time, track the total time used, and maintain data on eligible time remaining.

Reed Group's solution stands apart from the competition by providing a comprehensive view of an employer's various types of leaves tracked and managed (who is out and why). Employer-clients benefit from an overview of which FMLA absences were paid (employee used sick time or other benefit) and which were unpaid (pure FMLA). This objective is best accomplished when an integrated approach to absence is employed.