

WE ARE THE EXPERTS in FMLA Administration



our focus

FMLA and Absence Management is a time-consuming activity that drains budgets and leaves companies struggling with how to manage and track their absent workforce. We pride ourselves on our approach to leave management that assumes the burden of absence management while providing data that companies can use for trend analysis and cost containment.

While we are doing the work of administering your employee leaves you are kept up-to-date through our comprehensive online reporting that is built to your specifications.

Have a question? Your account manager has been trained in Federal and State laws to handle any questions or requests that you may have.

let us do the work

- > Answer all questions by active FMLA participants
- > Review current FMLA policies
- > Send required forms and notices to employee
- > Track and report FMLA hours
- > Qualify and document FMLA leaves
- > Process fitness-for-duty paperwork
- > Maintain staff training in Federal and State Leave Laws
- > Train client managers and supervisors
- > Customize FMLA and State Leave activity reports
- > Provide secured document storage
- > Have legal counsel available for further compliance
- > 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
- > 1-to-1 customer service
- > Knowledgeable account managers
- > Customized forms and reports
- > Superior data security
- > Proven processes
- > Innovative proprietary technology
- > Guaranteed compliance

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 Absence Management responsibilities in-house. Our processes and technologies were developed to specifically address the needs of our clients. We get to know your company, employees, and culture while delivering the best FMLA and Absence Management Administration available.

WE ARE NOT AFFILIATED WITH A DISABILITY PROVIDER

What does this mean for you? First, our price is usually much lower than disability and payroll providers. Second, you will not be tied down by the bundled services provided by the payroll and disability companies. This means that we provide excellent leave management services to you while you're able to shop around for the best disability and payroll prices.

WE HAVE EXPERIENCE WORKING WITH CLIENTS OF ALL SIZES

Whether you are a company of 50 or 50,000 we treat every client with the same respect and provide the same high level of service. We believe that if we treat every client the way we would like to be treated then our company will always be successful.

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.

Most setups are completed within three weeks of signing the agreement.