

## WE ARE THE EXPERTS

in FMLA, Absence Management and COBRA Administration



### our focus

Leavex will remove the burden of COBRA, FMLA, and Absence Management administration from your day-to-day responsibilities. Our proprietary technology and processes were specifically developed to deal with the complex obligations of tracking and documenting your employee compliance management.

While we are doing the work of administering your compliance programs 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 employment laws to handle any questions or requests that you may have.

### 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

## Compliance Management Services



### COBRA ADMINISTRATION

Our COBRA Administration provides the most responsive, comprehensive, and easiest to use COBRA Administration available. Your account manager is available for all of your COBRA related questions and requests. The online COBRA reports are designed around your needs and provide up-to-date information on your COBRA population and premiums collected. We make sure to keep you informed while we take care of the day-to-day COBRA administration responsibilities. Our experience working with small companies to Fortune 100 corporations will make sure you are provided with a COBRA solution that meets your company's requirements.

### 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.

### ABSENCE MANAGEMENT ADMINISTRATION

We take the time consuming tasks of administering employee absences and provide you with extensive reporting required for business decisions. Let us manage your PTO, administrative, military, jury duty and company-sponsored leaves so you can focus on growing your company.



## ◆ why choose Leavex

### **We are the experts at compliance management**

Compliance management administration is our focus so we need to be the very best. We understand the burden and costs associated with trying to administer compliance laws 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 COBRA Administration, FMLA Administration, and Absence Management available.

### **We are not affiliated with a disability or payroll 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 compliance management services to you while you're able to shop around for the best disability and payroll prices.

### **We love working with companies of all sizes and locations**

Whether you are a company of 50 or 250,000 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**

Leavex prides itself on the 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

Our hold harmless guarantees that once we receive the employee leave or COBRA event information, we assume all liability for documentation requests, qualifying leaves, sending required employee communications, tracking and reporting information, and document storage. This is our guarantee that your compliance management 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 process, 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.**