LEAVE MANAGEMENT SOLUTIONS

Are you too close to your employees to manage leave?

WHY DO YOU NEED TO OUTSOURCE LEAVE MANAGEMENT?

• Absenteeism due to employees’ chronic health conditions cost U.S. companies $84 billion annually in lost productivity
• Managing unscheduled absenteeism is not a strategic administrative function
• Over-stretched human resources managers need to focus on higher-level activities
• Organizations are exposed to unfavorable grievance and litigation outcomes

WHY F&H SOLUTIONS GROUP?

• Drastically improve and streamline an organization’s leave processes
• Decrease the resources an organization devotes to absence management
• Ensure fair, accurate and consistent leave administration for all employees
• Our leave specialists do all the work—answering employees’ questions, methodically processing requests for leave, sending required forms and letters—all while maintaining compliance

LEAVE MANAGEMENT SOLUTIONS FEATURES

• 100% web-deployed software
• Self-service features for 24/7/365 absence reporting and access to leave information and reports
• Customizable comprehensive reports that include detailed, summary and trend data
• Customer-determined access groups and security levels to ensure confidentiality of sensitive information
• Accurate leave eligibility assessments
• Precise tracking of leaves and usage
• Incorporation of all federal and state leave law administration rules
• Proper application of state-specific leave laws based on employees’ worksites
• System-generated, customizable leave correspondence and emails
• Secured FTP file uploads

EMPLOYER BENEFITS

• Identify absence abuse through trend and analysis reporting
• Reduce risk of Department of Labor investigations and litigation
• Redirect resources to core business operations
• Reduce time spent on leave administration
• Alleviate workforce management and employee morale problems

F&H SOLUTIONS GROUP ADMINISTERS AND TRACKS THE FOLLOWING LEAVES

• Federal and state
• Employer-authorized
• Paid time off accruals
• Short-term disability/workers’ compensation

F&H SOLUTIONS GROUP ADVANTAGE

• Collaborate with human resources departments to review current policies and procedures
• Develop customized communications materials regarding employees’ absences
• Advise clients on how to integrate federal, state, local, disability, on-the-job injury and company-specific leave, and leave included in collective bargaining agreements, to minimize time away from work
• Resolve the complexities of communicating effectively within large organizations with decentralized workforces
• Offer a unique perspective in understanding the relationship between collective bargaining agreements and employer policies
• Train and educate human resources and management employees on federal and state leave laws
• Dedicate highly trained leave specialists to administer FMLA and employer-provided leave
• Limit FMLA usage only to those employees who have legitimate qualifying reasons for leave
• Provide clients with “best practice” procedures and continued guidance on how to improve processes
• Partner with FordHarrison, an affiliated law firm, regarding any legal issues
• Inform clients of ever-changing regulations to ensure compliance with federal and state laws

www.fhsolutionsgroup.com

F&H Solutions Group

Solutions for a better workplace