

## LEAVE MANAGEMENT

### Automated Leave Management Solution

### Need a Simpler Way to Keep Track of Employee Leave?

While managing unplanned, incidental absences — such as those caused by sickness, accident, and weather — can have an impact on daily operations, managing employee leave of absence requirements and intermittent leave can ultimately require additional administration and have a more significant financial impact on your bottom line.

Without accurate, automated leave of absence management, employers are at risk of noncompliance with leave regulations such as the Family and Medical Leave Act (FMLA) and potentially subject to fines or class-action lawsuits. Granting leave requests to ineligible employees or extending leave benefits beyond the accrued time period can drive up labor costs. And administering leave requests, tracking leave eligibility, and reporting on granted time off can be time-consuming and error-prone, resulting in inconsistent policy enforcement.

### Solution Features

- Automated tracking of leave eligibility, type, and duration
- Configurable workflow for leave request/approval process
- Employee self-service leave request
- Manager leave case visibility reporting
- Append leave case documentation directly to an employee's case record
- Time entries and pay rules for leave cases integrated with employee timesheets
- Real-time updates on eligibility and case activity

## AUTOMATE LEAVE MANAGEMENT TO INCREASE VISIBILITY AND PRODUCTIVITY WHILE MINIMIZING RISK

Our leave management module gives you comprehensive leave of absence management capabilities, allowing you to automate the enforcement and tracking of federal, state, and employer-specific leave policies and requirements for a variety of qualified leave types, including illness, injury, disability, bereavement, military, jury duty, maternity/paternity, child/elder care, and labor disputes. With electronic, automated administration of leave eligibility and requirements, compliance with federal and state laws is easier, errors from human intervention and manual processes are reduced, and new rules and regulations are automatically updated as legislation changes. You can minimize the risk of costly litigation and employee grievances with accurate, consistent leave of absence management.

### Solution Benefits



**Provide HR administrators with complete automation**, accurate data, and comprehensive visibility when tracking and managing employee leave. Determining employee leave availability and eligibility takes one click, while leave frequency and duration tracking is fully automated to streamline and manage processes.



**Get the tools you need** to prevent ineligible or unauthorized time off and ensure employees return on time. Every leave case is carefully and automatically tracked for time and eligibility, with built-in notifications that allow managers to control the potentially high cost of absence.



**Ensure that policies are enforced** consistently and accurately across the entire organization. Fair, impartial application of rules and policies not only boosts employee morale, but can also have a positive influence on employee behavior.

**Leave of Absence Request**

Reason\* Care for Family Member

Start Date\* 09/01/2014

Estimated Return Date\* 10/31/2014

Request Type

Continuous

Total Time: 0.00 Hours Per Day

Schedule Type Monday - Friday

Intermittent

Frequency: 2 Times Per 1 Weeks

Duration: 2 Hours

Comments

I am requesting time to take my son to physical therapy sessions twice a week for the next 2 months.