

Functional Data Tracker: LeaveXpress

Managing leaves of absence is a time consuming, confusing, and tedious process. It requires expertise in many areas, including compliance, benefits eligibility, and payroll, and this combination of resources can create a heavy workload on staff. In addition, if managed incorrectly, organizations could face penalties for non-compliance.

At the federal level, the Family and Medical Leave Act (FMLA) requires private employers who employ **50 or more employees during each working day for 20 or more weeks** in the current or preceding year to grant eligible employees job-protected leave for specified family and medical reasons. The FMLA requires these employers to continue group health benefits during employee leave, provide notices to employees regarding FMLA leave, comply with recordkeeping requirements, and protect employees' jobs during leave.

SERVICE DETAILS

NHCR's Tracker: Leave Express service includes:

- Federal, state, and military leave of absence management and tracking
- Eligibility and entitlement calculations, workflow process management, communications, document storage and reporting

Clients will receive an easy-to-read report on a monthly basis to let them know where their employees are trending across all leaves of absence rules and regulations.

PENALTIES FOR NON-COMPLIANCE

Many states have their own leave of absence laws and regulations, which can overlap with those at the federal level. Some provisions of state laws may mirror the federal Family and Medical Leave Act (FMLA), while others may not. Employers need to be aware of and comply with all legal requirements.

Compliance with leave laws and policies is critical because liabilities for noncompliance could result in penalties from the DOL, as well as civil action from employees. Companies may be required to pay back pay, actual monetary losses sustained, and liquidated damages.

WHAT SETS NHCR APART FROM COMPETITION

Consultation: NHCR answers questions and consults with employers and brokers on requirements and how they apply to specific companies or situations.

Education: NHCR provides timely news updates and also regularly publishes webinars, white papers, and other educational resources.

Technology: all NHCR clients are given access to a secure web portal where they complete and submit paperwork, upload data, view forms, download notices, and more.

HOW TO ENROLL WITH NHCR

Go to www.navigatehcr.com and submit an "Interest Form" (via the blue link in the bottom right corner of the home page) or email our Care Team at careteam@navigatehcr.com.

CONTACT INFORMATION

The NHCR Care Team is accessible by phone and email Monday through Friday from 8 AM to 8 PM EST. Please contact us by phone at (855) 742-7427, option 2, or by email at careteam@navigatehcr.com and we will be happy to assist you with any of your compliance needs.