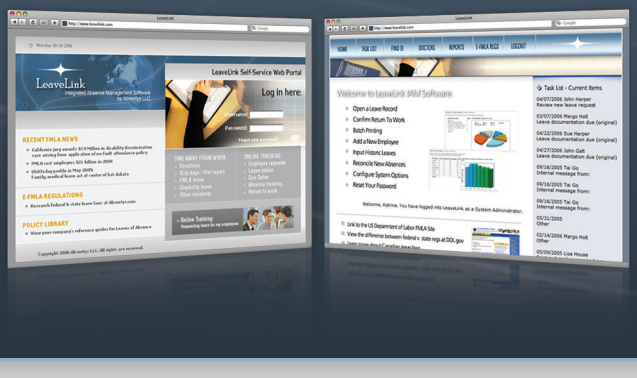
LeaveLink® Enterprise & TPA*

For mid-size to large employers and FMLA administration outsourcing providers



LeaveLink is a 100% web-deployed software application that offers you compliant and efficient absence management in a single, integrated program. It includes every element essential to effective absence management, combining precise tracking, data coordination, detailed reporting, federal and state leave rules and employee self-service features. LeaveLink is simply the most powerful absence management tool available today.

Features

- 100% web-deployed
- Federal and state compliance
- Continuous, intermittent, and reduced schedule leave administration
- Employer-authorized leave
- Vacation/PTO accruals
- STD/Workers' Compensation coordination
- Employee self-service
- Integrated intake and processing
- Administrator task lists
- Medical certification processing
- Customized leave correspondence
- Insurance premium payment tracking
- Advanced report library
- Thorough audit trail
- Unlimited security/access groups

Benefits

- Minimized risk of Department of Labor (DOL) investigations, lawsuits, and manager's personal liability
- Expected 65% time savings from manual to automated administration
- Trend and analysis reporting identifies possible FMLA abuse
- Improved attendance, productivity, quality, customer service, employee morale, and bottom line
- Data coordination between multiple administrators and vendors

Complete Absence Tracking

LeaveLink provides you with one system to record and report all types of employee absences. It tracks and administers federal Family and Medical Leave Act (FMLA), state and employer authorized leaves along with day one absences such as bereavement leave and jury duty. In addition, the system can communicate with disability and workers' compensation vendors to provide a complete view of employee absences.

Improved Productivity

LeaveLink's advanced analysis tools help you to identify and reduce FMLA abuse, which decreases the need for overtime, overstaffing, and temporary employees. Ensuring regular attendance improves productivity, quality, customer service, employee morale, and ultimately, the bottom line.

Reduced Administrative Costs

By providing a user-friendly, compliant system, LeaveLink reduces the administrative time and costs required to manage absences. It includes features to monitor leave administration tasks, significantly reduce the touch-time to process leaves, empower employees for leave requests and inquiries, and automate data sharing between appropriate parties.

Federal and State Compliance

LeaveLink incorporates all federal and state leave law rules. For employers with a large workforce located in multiple states, LeaveLink eliminates the confusion about which policies apply during an employee's leave of absence. For example, it automatically applies federal FMLA concurrently with Pregnancy Disability Leave (PDL) and the California Family Rights Act (CFRA) to a female employee's pregnancy leave in California. At the same time, LeaveLink recognizes that PDL and CFRA cannot run concurrently with each other.

Comprehensive Reporting

For many employers, it is very difficult to compile absence and leave information from multiple systems and/or manual records. With LeaveLink, all absence data resides in one system for easy creation of comprehensive reports. LeaveLink's report library includes detailed, summary, trend, list, audit and analysis reports. Each report uses a filter that allows you to specify the scope of the data and the desired date range. For example, you can create a report of employees who have taken leave for a given reason in a selected department from June through December.

Specifications

- Internet Explorer 8 or higher
- Adobe Acrobat 8 or higher
- High-speed internet connection

** LeaveLink TPA allows for a private label application for administration of multiple clients.*

ABSENTYS
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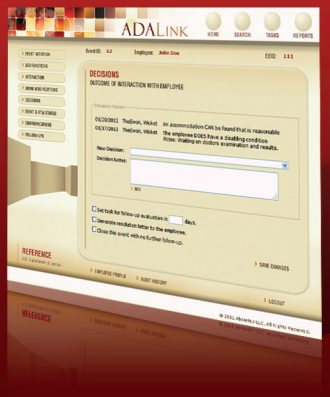
ADALINK®

ADA Accommodation Software



When the ADA Amendments Act (ADAAA) was finalized, it expanded the definition of disability under the Americans with Disabilities Act (ADA). This is a significant piece of legislation, as more employees will now be considered disabled and, therefore, eligible for an accommodation and protected from discrimination. To help organizations comply with the ADAAA, Absentys has developed **ADALink**, a 100% web-deployed software application that helps guide employers through the complex ADA accommodation process.

Features

- Navigates the ADA Interactive Process
- Documents essential job functions
- Generates template letters
- Provides follow-up reminders
- Tracks receipt of key documents
- Maintains history & transcripts of interactions
- Records details about work modifications
- Outlines accommodation decisions

Benefits

- Ensures consistent management of the interactive process
- Improves compliance, which minimizes the risk of EEOC investigations and employee lawsuits
- Significantly reduces administrative time and burden
- Provides a comprehensive record of all employee and other process-related interactions

Facts About the Expanded ADA

Under the ADAAA, any employee with a physical or mental impairment that substantially limits a major life activity (which now includes major bodily functions, systems or organs), even temporarily, is "disabled."

- Employers cannot automatically **terminate** disabled employees because they exhaust or are not eligible for FMLA leave.
- **Automatic** disabilities include health conditions such as Epilepsy, HIV, Multiple Sclerosis, Bipolar Disorder, Obsessive Compulsive Disorder, Autism, Cancer, Cerebral Palsy, Post Traumatic Stress Disorder and Diabetes.
- One of the fastest growing types of accommodation is **leave of absence** under the ADAAA.
- Employers are required to engage in an **interactive process** in order to determine effective accommodations for qualified individuals with disabilities.

Automates the Interactive Process

Through the interactive process, the employer collects information and has a dialogue with the employee, managers, and possibly health care providers to answer the following questions:

- Does the employee have a disabling condition under the ADA?
- What are the employee's essential job functions?
- What is the specific nature of the needed accommodation?
- Can the accommodation reasonably be provided?
- What follow-ups are necessary to determine if the accommodation was successful?

FMLA and ADA Differences

- The ADA does not have a specified leave entitlement duration; how much leave is "reasonable" must be determined on a case-by-case basis.
- Accommodation under the ADA is not automatic; employees must engage in, and cooperate with, the interactive process.
- The ADA often requires more analysis than the FMLA, both as to the nature of the disabling condition and the options for accommodation. Under the FMLA, the only option is leave.
- The ADA allows employers to interact with their employees' healthcare providers to gain insight into potentially disabling conditions as well as possible accommodation options.
- The ADA does not have pre-defined forms or turnaround timeframes.
- The ADA relates only to accommodating the employee's own disabling condition; it does not involve providing care for a family member, even if that family member is disabled.
- Employers with 15 or more employees must comply with the ADA.
- The ADA does not require employees to work a specified number of months or hours to be eligible for a workplace accommodation.

Specifications

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