

# FMLA EASE



## WHEN COMPLIANCE MATTERS

FMLA Ease is designed to provide administration support to employers that have a low frequency of FMLA claims.

Provides consistent, non-biased, compliant administration of FMLA claims.

Enables the employer the ability to maintain current attendance and absence management while having BASIC administer all FMLA claims.

FMLA EASE is a high support and compliance model designed to fully manage all types of FMLA events and circumstances after receiving event data from the employer.

### THE PROCESS:

The employer identifies a potential FMLA claim. Next the employer notifies BASIC through the completion of an online form. BASIC administers the potential FMLA claim through the entire process keeping the employer informed of all details of the claim and related absence.

### BASIC:

- Reviews current FMLA documentation, policies and practices for compliance to federal and state FMLA
- Provides online training for managers and supervisors
- Provides FMLA policy if needed (compliant to federal and state regulations)
- Provides employer online 24/7 – 365 days single entry point for FMLA claims
- Provides real time online access to claims details by individual
- Identifies absences that are potentially FMLA
- Sends employee all forms, documents and notifications as required by the FMLA and employer
- Addresses FMLA questions, absence details, and provides regulation/situational coaching
- Tracks individual FMLA claims and absences

