



Does your company have more than 50 employees working within a 75-mile radius?

If, YES, your employees may be entitled to 12 weeks of unpaid, job protected leave in a 12 month period. Any employee who has worked more than 1250 hours and has been employed for longer than 1 year (the year need not be consecutive) is covered under federal FMLA. Other state leave acts may have different eligibility requirements.

When can this leave be taken?

Employees may request leave for a number of reasons, including:

The birth of a child or to care for the newborn. • Or twenty-six work weeks of leave

- The placement and care of a child for
- adoption or foster care within one year of placement with the employee.
 To care for a spouse, child, or parent who has
- a serious health condition.
 A serious health condition that makes the employee unable to perform theessential
- functions of his or her job.

 Any qualifying emergency with an employee's spouse, son, daughter, or parentwho is a
- spouse, son, daughter, or parentwho is a covered military member on "covered active duty".
- care for a service member with a seriousinjury or illness, if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (militarycaregiver leave).

during a single 12-month period to

HR managers reported approving FMLA requests they believed were illegitimate.
ClaimVantage assists employers to determine whether leave requests are in accordance with federal and state laws.



No, employees may take the leave at one time, or on an intermittent basis. ClaimVantage's Absence

Management software assists employers when determining whether or not employees' leave claims are legitimate in accordance with federal and state laws. The automated solution will also notify you if an employee misses work for an absence that is not certified by a physician.



An employee must provide his/her employer with 30 days notice if possible. Or in an emergency,

as soon as possible. The employer must then inform the employee if the leave is eligible under

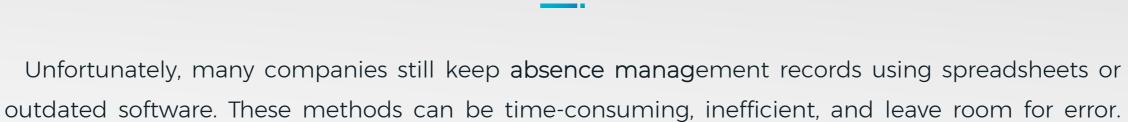
federal FMLA or any state leave laws within 5 days of the initial request.



The answer to this question depends on the leave type and the reason the employee is requesting leave, which differ from state to state. ClaimVantage's Absence Management software takes into

account the different state and federal laws and specific requirements with which each company

must comply. Built on the Salesforce platform, the cloud-based solution is constantly updated as regulations change.

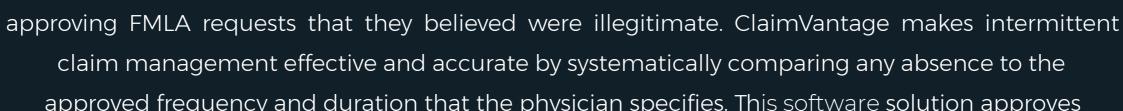


How can I best manage both the FMLA and State leave requests?

According to a 2010 Mercer study, almost half of all respondents placed improving FMLA management as a top priority. ClaimVantage's easy-to-use software solution provides a cloud-based platform to employers who prefer to manage leave for their employees.

ClaimVantage's Absence Management software determines an employee's eligibility for federal

and state leave systematically. It then runs the applicable leave types concurrently or independently, based on Federal and state laws, without human intervention.



Intermittent FMLA is complicated

According to a study by the Society of Human Resource Management, the most difficult FMLA related

activity is tracking and administering intermittent leave and 4 out of 10 HR managers reported

approved frequency and duration that the physician specifies. This software solution approves appropriate absences and will alert you when the employee has requested an absence that may not be covered.

According to the Society of
Human Resource Management,
the most difficult FMLA activity is
tracking and administering
intermittent leave. ClaimVantage
makes claim management
effective and accurate.

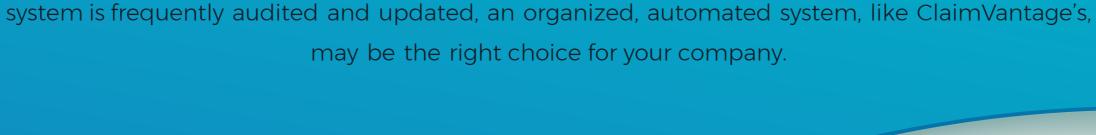
How can I keep an accurate record of these claims?

With ClaimVantage's automated system, each step of the process is documented in its Claim Diary. All

correspondence is systematically generated and retained. It's easy to export the entire claim history in

PDF format. The Department of Labor (DOL) is increasing onsite audits, so having a record for

all employees is vital. Errors in FMLA administration are exceptionally costly. Unless your manual



What happens if my absence management is incorrect?

If an absence claim is not managed properly, employees may get more or less time off than they are

legally entitled to, which leaves you either short-staffed or out of compliance with the law and at risk

of litigation. ClaimVantage's Absence Management software assists you in making an accurate

determination on an FMLA request to avoid any incorrect denials or approvals of too much time.

ClaimVantage manages all calendar types and advises the user when the employee is nearing

exhaustion of available FMLA time, as well as systematically regaining time for you.



What are the costs associated with FMLA and absence leave?

There are direct and indirect costs to consider. Indirect costs include temporary worker salaries, overtime, business disruption, a lapse in product delivery, customer satisfaction, and employee turnover. Direct costs include the absence management software required to keep FMLA compliant and the training required to keep HR staff up to date. Because ClaimVantage understands these

fiscal realities, the cost is based on the number of users. Whether you have a small or large business,

ClaimVantage provides you with an affordable solution.

Manage all Absences

— in one place

Replace manual leave of absence spreadsheet tracking with a fully automated technology. ClaimVantage Absence

Management software guides your company through the

compliance puzzle, step-by-step, including managing FMLA

compliance, state-specific regulations, and ADA management.



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