

# FMLA

Are you doing it right?



## Common FMLA mistakes cost money and time including:

#### YOUR HUMAN RESOURCE PARTNER

Hourly, Project and Part Time Support

### **OUR SERVICES**

Daily, Weekly, or Monthly Support

HR Consulting & Strategy • Policy Manuals

Recruiting & Screening • New Hire On-Boarding

Handbook Updates • State Wage Compliance

Federal Wage Compliance • Workplace Training

- Failure to recognize a request for leave, provide notice of leave or designate leave
- Failure to provide documentation of approvals or denials
- Misapplication of Regulations
- Missing documents which substantiate employer and employee perspectives
- Excessive requests for recertification and issues related to Workers Comp and ADA
- Payroll and compensation issues due to sub-par use of payroll/FMLA tracking
- Action deadlines missed; no action taken.

- Intermittent and long term leave administration is time intensive
- Outdated or No formal FMLA or supporting policies or procedures.
- Current in-house FMLA Expert is already busy, or does not have a depth of knowledge. Employee patterns of abuse and misuse of FMLA policy including over-use and fraud.
- Using FMLA because Vacation has been expired and other pitfalls can be avoided.

## PROVEN SOLUTIONS. PROFITABLE RESULTS.

Our "business first" approach to HR is evident in how we implement our products, services and expertise. Companies are more profitable when they make better hiring choices, control employment expenses, lower legal and compliance risks and improve workplace communication. Give us the opportunity to earn your trust as your HR partner. At Harvis, "We make workplaces better."









