

FMLA PROGRAM ADMINISTRATION SERVICE

Comply with federal FMLA and other state requirements, get consistent leave management across your organization, and save significant time.

With the J. J. Keller® **FMLA Program Administration Service**, you'll receive knowledgeable, confidential guidance and assistance from a dedicated Compliance Specialist (CS) who knows you and your company.

Your CS will ease the burden of managing the requirements of FMLA by helping you determine and track leave, and oversee required communication and documentation. They'll also work directly with your employees to supply the proper forms, and to answer any leave questions they may have. This ensures streamlined, consistent FMLA administration across your organization, even if you have locations in multiple states.

Partnering with J. J. Keller will help you:

- Reduce hassles of managing paperwork and dates involved
- Stay on top of your leave dates and deadlines
- Help prevent FMLA abuse
- Minimize risk and litigation

This service provides a partnership between you and your J. J. Keller® HR experts:

WE WILL:

- Monitor federal FMLA and other state changes
- Create and track required FMLA paperwork
- Review certifications and provide recommendations
- Track continuous and intermittent FMLA leave
- Help you handle leave determination
- Provide employees with the appropriate forms
- Answer employees' leave questions directly on your behalf

YOU BENEFIT:

- Ensured compliance with FMLA requirements
- Consistent leave management across your organization
- Saved time that can be dedicated to other HR tasks
- Access to a team of HR compliance experts
- 24/7 access to records via our online portal
- Reduced workload while still staying up-to-date on company leave cases

We handle the tedious, time-consuming aspects of your FMLA responsibilities. You reap the benefits!



More than 95%
of our customers
choose to stay with
us year after year.

FMLA PROGRAM ADMINISTRATION SERVICE (CONT.)



Why J. J. Keller?

- **Passionate Associates** — Our Compliance Specialists believe in our **FMLA Program Administration Service**, and are passionate about helping you improve your compliance. They have practical knowledge of the FMLA regulations. They help take the “emotional” piece out of the picture to help provide consistency to your FMLA policy within federal and state guidelines, make recommendations, and exercise your rights as an employer.
- **Regulatory Knowledge** — We’ve been helping companies meet their compliance goals for over 65 years. By partnering with us, you’ll tap into an entire network of FMLA subject-matter experts who are ready to help you achieve your unique goals.
- **Attention to Detail** — We work to get clients organized, making sure all the needed information gets captured, documenting notes and other items related the leave requests, and communicating due dates. We proactively alert clients when an employee is near exhaustion or if there is potential abuse.
- **Client Information Center** — Use your secure, J. J. Keller® web portal to get 24/7 access to documentation, employee leave usage information, and reporting on your compliance and all the work we manage on your behalf.

Over 3,000 Managed Services clients trust J. J. Keller to securely handle their compliance needs.

Learn more about the significant benefits of partnering with us.

Contact us today for a no-obligation discussion.

888.473.4638 | JJKeller.com/FMLAservice

 **J. J. Keller**
& Associates, Inc.®
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