

## CLIENT

#### SUBMIT FMLA POLICY

**YOU** submit your FMLA policy to J. J. Keller.

# J. J. KELLER

#### CONDUCT A POLICY REVIEW

**WE** review your policy to ensure compliance with state and federal guidelines, providing recommendations for improvement. If you don't have a policy, we can help you create one.

# RECEIVE A DEDICATED COMPLIANCE SPECIALIST

**WE** assign you a dedicated J. J. Keller® Compliance Specialist who works with you to manage your leave program.

# SUBMIT FMLA OPEN CASES

YOU submit your open FMLA cases.

#### CREATE ELECTRONIC FILES

**WE** create an electronic file in our secure, centralized database for each open FMLA case, and begin managing them for you.

## **VIEW RECORDS**

**YOU** view records via our online Client Information Center (CIC).

# SUBMIT NEW FMLA LEAVE REQUESTS

**YOU** enter new FMLA leave requests using the secure, web-based Client Information Center (CIC).

#### SUBMIT FMLA USAGE

**YOU** submit FMLA dates/times that employees use.

# MONITOR COMPLIANCE

**YOU** can access reports and monitor compliance via our secure, web-based Client Information Center.

# REVIEW NEW REQUESTS AND CREATE FMLA PAPERWORK

**WE** review each new leave request and generate an Eligibility Letter, Eligibility/Rights & Responsibilities Notice, and Certification Form (if applicable), customized for your company.

# PROVIDE NOTIFICATIONS

**WE** will provide a Designation Notice. We will notify you of leave requests that do not qualify as FMLA and draft a Denial Letter for you. If the request qualifies as FMLA, we create an Approval Letter.

#### **DELIVER FORMS**

WE deliver the Eligibility/Rights & Responsibilities Notice and Certification Form (if applicable) to your employee.

## DELIVER NOTICE OF DENIAL/APPROVAL OF LEAVE

WE deliver the Designation Notice and applicable Denial or Approval Letter to your employee.

# REVIEW CERTIFICATION FORM

**WE** review and audit the certification for completeness, providing recertification paperwork as necessary. We help provide recommendations for leave determination. This helps you provide consistent leave delivery across your organization even if you have locations in multiple states.

#### TRACK LEAVE

**WE** track each leave case. We maintain a confidential electronic database of FMLA leave requests, including all employee communications, such as letters, forms, emails and doctor notes if applicable.

# DEVELOP AND MONITOR LEAVE PARAMETERS

**WE** develop leave parameters for each request, based on certification information.

# MONITOR LEAVE USAGE AND PROVIDE ALERTS

**WE** notify you and the employee when near exhaustion of FMLA leave. We will also notify you if this is obvious potential abuse.

# **DELIVER ONGOING SERVICE**

**WE** provide ongoing service and support regarding any questions or issues that arise.

# LET J. J. KELLER HELP YOU MANAGE AND REVIEW YOUR FMLA-RELATED PAPERWORK, INCLUDING:

- > Company FMLA Policy
- > Leave Request
- > Notice of Eligibility and Rights & Responsibilities
- > FMLA Certification of Health Care Provider of Family Member's Serious Health Condition
- > FMLA Certification for Serious Injury or Illness for Covered Service Member for Military Family Leave
- > Genetic Information Nondiscrimination Act (GINA) Warning
- > FMLA Certification of Qualifying Exigency for Military Family Leave
- > FMLA HIPAA Authorization
- > FMLA Designation Notice
- ➤ Fitness for Duty Form



Since 1953

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