



FMLA *by BASIC*



Intuitive Technology for an Increasing Complex Regulation

Managing FMLA is challenging at best. Simply put – it's a risk not worth taking for your company. For HR Professionals the paperwork alone is overwhelming and the potential litigation costs – well, that's another story.

Reduce Risk

With administration services ranging from simple outsourcing to HR consulting and absenteeism in union environments, we have the expertise to ensure your company doesn't become another FMLA headline.

Certified Experts

We built our proprietary FMLA technology with your organizations unique needs in mind, but most importantly our industry certified FMLA case managers take the time to thoroughly understand your unique business environment. As Federal and State laws continue to evolve, it's reassuring to know an expert is simply a phone call away.

FMLA Regulations

While on FMLA continuous or intermittent leave, your employee's absence needs to be certified, documented, and the employee's rights and benefits protected. Failure to adhere to any of the legal mandates could find you in court facing a lawsuit. And to make matters more complicated, some states have implemented their own mandates to lower the eligibility threshold, expand the definition of families, or increase the applicable uses for FMLA leave to include other uncommon specific circumstances.

Compliance Pledge

BASIC handles all aspects of your FMLA Administration to the highest of standards and letter of the law.

- We start by reviewing your leave policies and recommend changes if necessary
- Expert outside administration provides consistent, non-biased, compliant administration of FMLA claims. This alleviates the influence of personal relationships or opinions on how claims are handled
- Complete certification process; we collect, review, approve and document all aspects of FMLA leave requests to ensure compliance
- We monitor and track attendance at required health care visits and clarify and authenticate HCP communication

Beyond BASIC

We take administration to an extra level.

- Completely customizable for single or multiple locations
- Reliable tracking of continuous or intermittent leave events
- Integrated with Disability and Workers' Compensation
- Industry Certified Case Managers.
- Bilingual Spanish customer service

Proprietary Technology

Our custom built FMLA Dashboard was designed with our clients' needs in mind.

- Real time online access to all FMLA claims' status, as well as how many hours used and remaining
- Sort, filter or search all data by varying criteria including, location, department and date range
- Built in flags to help pinpoint possible FMLA abuse. Provides statistical trends on FMLA absences filtered down by department or employee

Added Value

- Interactive Voice Response (IVR) system, giving employees access to an automated 24/7 toll-free number to track their FMLA absences
- Complete absence management



- HR Benefits
- HR Management
- HR Services

At BASIC, we pride ourselves on our attention to detail.

But don't take our word for it, read what our customers have to say:

"BASIC learns and becomes familiar with your business and understands how to serve you at an optimal level and advocate for you as a client. Keeping up with regulatory changes and compliance can be a daunting task. The benefit of outsourcing FMLA administration for us is that BASIC becomes the expert and acts on your behalf. You can put your trust in their knowledge and expertise which ultimately gives you peace of mind."

– Summit Community Bank



HR Solutions Come Full Circle

For more information about any of our services or to speak with a sales consultant call 800.444.1922 x 3 or visit basiconline.com.

Additional Services:

- BASIC Payroll
- BASIC COBRA
- BASIC FSA
- BASIC HRA



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