

FMLA FUNDAMENTALS™ *by BASIC*

Guide to FMLA Regulations & Employer Compliance

Human Resource Professionals rank FMLA as one of the most challenging and time-consuming employment practice regulations to administer.

We provide the most up-to-date information on federal FMLA regulatory compliance requirements:

- Sample FMLA employer policy
- Posting requirements
- Mandatory notices
- DOL FMLA Certification Forms
- Quick reference guides

BASIC's proprietary administration tools and resources include:

- Excel formatted tracking spreadsheet for continuous and intermittent leave
- FMLA In-House Audit/Checklist
- Comprehensive FMLA Q&A. Answers a wide range of FMLA questions and references specific FMLA statutes for greater detail or documentation
- Online training for supervisors and managers to safeguard against one of the most common FMLA employer compliance mistakes

Why choose BASIC FMLA Fundamentals™?

BASIC offers several levels of FMLA Administration, including full Absence Management with an Integrated Voice Response (IVR) call off line. However, FMLA Fundamentals is a perfect solution for companies who'd like to keep their FMLA administration in-house.

BASIC's FMLA Fundamentals™ is perfect for organizations that:

- Just recently crossed the threshold for FMLA compliance
- Would prefer to manage all aspects of their FMLA but would like access to a FMLA professional for periodic guidance
- Recently encountered a situation that may fall under FMLA protection that requires immediate attention and professional advice
- Does not want to get caught unprepared for a DOL audit



Expert Advice & Guidance

BASIC's FMLA Fundamentals™ goes well beyond a self service FMLA Regulations 'How To' manual.

You also have unlimited access to our Industry Certified FMLA Case Managers to help answer questions. We understand situations arise that do not always fit perfectly into the DOL legal statutes. Our Case Managers handle FMLA Administration for multimillion dollar companies nationwide and with FMLA Fundamentals™, you can tap into their knowledge giving you peace of mind.



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