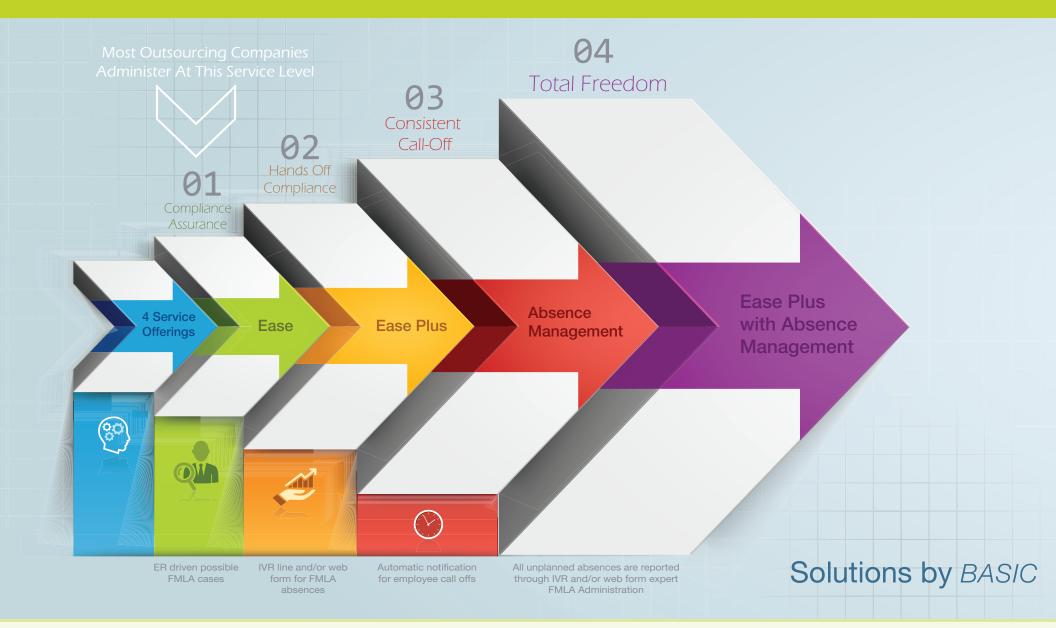
LEAVE MANAGEMENT





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**.

ASIC COBRA BASIC ERISA Essentials BASIC HSA BAS

01 FMLA Ease

Compliance Assurance

FMLA Ease is ideal for employers with 50-500 employees with low FMLA event utilization (under 10% annually).

- Review current FMLA documentation, policies, practices and recommend revisions for compliance to federal and state FMLA
- Track state-related leave plans
- Dedicated FMLA Case Manager
- Employer identifies a potential FMLA claim and submits to BASIC via the BASIC employer portal
- BASIC determines employee FMLA eligibility
- BASIC mails employee all necessary notifications and documentation for FMLA and any employer requested material
- All mailings are sent via bulk mail certification
- Access to BASIC's proprietary employer portal to view real-time claim details by individual
- Toll-free number for employees to call regarding FMLA questions

02 FMLA Ease Plus

Hands Off Compliance

FMLA Ease Plus includes all the features of FMLA Ease, as well as:

- Instead of employer reporting FMLA absences, the Employee calls into BASIC's 24/7 IVR system or submits a secure web form via their employee portal to report all possible FMLA absences
- Online training for supervisors and managers to safeguard against one of the most common FMLA employer compliance mistakes: failure to identify FMLA
- Wallet card with instructions for employees to report FMLA absences provided
- Custom Integrated Voice Response (IVR) script with multiple language options
- Employees receive a confirmation number to verify that they called off work
- Management of multiple employee/family member claims
- Continuous and intermittent leave management and tracking
- Call-off reports by employee, department, work group, or location are readily available by supervisors and managers (for their work group), plus administrators for the entire organization
- Managers, supervisors and HR are immediately notified of employee call-offs via email and/or employer portal
- BASIC's employer portal provides absence trend tracking used to reduce FMLA abuse

03 Absence Management

Consistent Call-Off

Standalone service to track all unplanned absences with no FMLA administration.

- Review current absence policies and suggest standard practices
- Dedicated Case Manager
- Custom Integrated Voice Response (IVR) script with multiple language options
- Wallet card with employee absence calloff instructions provided
- Employee calls into 24/7 IVR system or submits a secure web form to report any unplanned absences, including tardies and leaving work early
- Employees receive a confirmation number to verify that they called off work
- Managers, supervisors and HR are immediately notified of all employee calloffs via email and/or employer portal
- Access to BASIC's proprietary employer portal to view real-time absences
- Call-off reports by employee, department, work group, or location are readily available by supervisors and managers (for their work group), plus administrators for the entire organization
- Provides uniform and consistent absence record keeping with proven effect and outcome on improved employee attendance at work, union grievances, unemployment claims, FMLA abuse, other LOA programs and Department of Labor claims
- Prompts and provides notification on first report of work injury and lost work time due to an existing Workers' Compensation/work related injury

04 Ease Plus with Absence Management

Total Freedom

Ease Plus with Absence Management combines the two services, giving employers a hands off experience to track all FMLA and non-FMLA absences. Additionally, this service offering provides the following:

 BASIC determines if the call-off is a potential FMLA event, Workers' Compensation, STD or other events



Compliance

Payroll & Leave