

Leaves of Absence Toolkit Services

Managing leaves of absence (LOA) is one of the most challenging aspects that HR professionals face. Understanding the integration of Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL) and paid programs such as State Disability Insurance (SDI), Paid Family Leave (PFL) and company specific plans can be perplexing.

A well thought-out LOA Toolkit can simplify this otherwise overwhelming task and help ensure increased compliance for your company. When done properly, defined policies help protect companies from inconsistent practices and mitigate employment claims.

To assist your company with compliance, The Melita Group's experienced HR Services team will develop a straight forward, easy-to-use LOA Toolkit aligned with your company operations and internal policies. Work is performed by a senior level HR consultant who will:

- Assess which LOA policies are required based on federal and state law and others your company may elect;
- Develop or review and update your company's LOA policies;
- Identify and draft LOA process and essential resources i.e. employee letter template, request form, LOA overview chart, LOA timeline, etc.;
- Develop interactive Employer and Employee LOA Checklists with comprehensive list of action items; and
- Ensure compliance brochures are available i.e. SDI, PFL, etc.

The Melita Group's approach brings value to your leaves of absence programs by partnering with you to develop a well defined process increasing compliance for your company and simplified resources for your employees.

CONTACT INFORMATION

Contact HR Services today for more information:

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