

# Family Leave Administration

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- Ranked among top 20 US Law Firm Brands (Acritas 2015)
- Recognized as one of the top Pro Bono Law Firms of the Year (Law360)

- Maternity / Paternity – birth of a child
- Adoption – adoption, fostering
- Primary Caregiver – additional bonding time with newborn/adopted/fostered child
- FMLA
- Paid Time Off

# Reasons for Offering Leave Programs

- Compliance with law (FMLA)
- Family friendly culture
- Employee / Attorney recruitment and retention
- Competitive benefits offerings

- Internal – HR or Benefits handles everything
  
- External – Vendor manages leave
  - Minimal HR/Benefits involvement
  
- Hybrid – Combination of internal and external administration
  - Internal payment tracking
  - Additional oversight

## Pros

- ✓ Compliance expertise
- ✓ Tracking capabilities
- ✓ Customized communications
- ✓ Reporting
- ✓ Automated approach

## Cons

- ✓ Delay in claims payments (fully insured plans)
- ✓ Less flexibility
- ✓ Policy misinterpretation

## Internal Resources

- Staff
- Systems
- Processes / Documents
- Payroll administration

## Third Party Vendor Administration

- Finding the right vendor
- Self-insured vs fully-insured plans
- Fiduciary responsibility



## Tracking System

- Leave tracking
- Payroll coordination
- Time entry

## Internal/External Resources

- Experienced staff
- Collaboration with HR and managers
- Documented processes
- Policies in place
- Collaboration with vendor

Questions?

Thank you for attending the presentation!

