

Helping employers effectively manage employee absence.

The total impact of FML (Family and Medical Leave) and other employee absence, goes well beyond HR administration — a highly flexible and comprehensive disability and absence strategy can help you remain compliant, reduce your administrative burden, while providing the important job and benefit protection your employees require.

Use this quick reference guide to help understand service options, capabilities and more.

Requirements and Features*

Core Program	Manage and tracking of: <ul style="list-style-type: none"> • State and federal leaves associated with FMLA. • Company-specific medical leaves. • Company-specific non-medical leaves.
Buy-Up Program	Manage and tracking of: <ul style="list-style-type: none"> • Military (USERRA) leaves. • State Paid Family Leaves (tracking only).
Optional Services	Tracking of time related to any of the following: <ul style="list-style-type: none"> • Paid time off (PTO) • Jury Duty • Sick • Vacation • Bereavement
Accommodation Services (Requires Core Program; available to groups 500+)	Leave Accommodations and/or Stay at Work Accommodations <ul style="list-style-type: none"> • Supporting the interactive process. • Vocational Rehabilitation consultation for accommodation requests. • Tracking/reporting accommodation outcomes.

CONTINUED



Nearly **3%** of an employer's workforce is absent on any given day.¹

The ongoing challenge

- **Managing** intermittent leave and unscheduled absence.
- **Controlling** potential leave of absence abuses.
- **Navigating** the overlapping requirements of federal, state, local leave requirements, ADA and more.
- **Non-compliance** can be costly.

\$36.4B is lost each year from employee absences in the US.²

*Management of other leave types not listed above may be available, with underwriting and operations team approval. All absence management services must be sold along side UnitedHealthcare Short Term Disability plans and require electronic data interface (EDI) file to support the telephonic and web-based leave intake processes - 90 to 120 day implementation.

Our solution, tailored for you.

The outsourcing of leave administration has increased over the last 10 years and will likely continue.³



Cohesive, Compliant & Consistent

FMLA Leaves <ul style="list-style-type: none">• Medical• Military• Family• Federal, state and local leave laws• Company-specific leaves	Core Elements <ul style="list-style-type: none">• Effective communication and transparency• Return-to-work process• Vocational rehabilitation expertise• Medical integration	Tailored Solution <ul style="list-style-type: none">• Implementation• Communications• Corporate Culture• Training• FMLA reporting and trend analysis	Technology <ul style="list-style-type: none">• HRIS feeds• Secure portal• Access for employees and managers• Suite of online reports and resources
Secure portal <ul style="list-style-type: none">• 24/7 availability• Set varying access levels• Employee and Manager access• Leave submission, view status and upload forms• Tracks intermittent, continuous and reduced schedule leaves	Suite of Reports <ul style="list-style-type: none">• Real-time data• Individual and division-level information• Over 40 standard reports• Ad-hoc reporting	Additional Features <ul style="list-style-type: none">• HRIS integration• At-a-glance dashboard• Alerts & auto-notification emails• Leave balances• Absence history & calendar• And more...	

Easy-to-use tools for employers that act as the foundation to strong communication, clear return-to-work expectations and optimal outcomes.

 **Get a quote today.** Contact your UnitedHealthcare representative to request a quote and to learn more.







¹ U.S. Department of Labor, **Bureau of Labor Statistics**, 2018. https://www.bls.gov/cps/cpsaat47.htm#cps_eeann_abs_ft_occu_ind.f.1

² 2013 study—The Impacts of Patient Protection and Affordable Care Act on Absence and Disability Policies and Benefits sponsored by the Disability Management Employer Coalition (DMEC) and Pacific Resources.

³ **Workplace Health Promotion**, CDC, [cdc.gov](https://www.cdc.gov/chronicdisease/resources/publications/factsheets/workplace-health.htm), March 12, 2019. <https://www.cdc.gov/chronicdisease/resources/publications/factsheets/workplace-health.htm>

Specialty benefits and programs may not be available in all states or for all group sizes. Components subject to change. These policies have exclusions, limitations and terms under which the policy may be continued in force or discontinued. For costs and complete details of the coverage, contact your broker or UnitedHealthcare sales representative.

UnitedHealthcare Life and Disability products are provided by UnitedHealthcare Insurance Company and certain products in California by Unimerica Life Insurance Company. Life and Disability products are provided on policy forms LASD-POL (05/03) et al. and UHCLD-POL 2/2008 et al., in Texas on forms LASD-POL-TX(05/03) and UHCLD-POL 2/2008-TX and in Virginia on LASD-POL(05/03) and UHCLD-POL 2/2008. The policies have exclusions, limitations, reductions of benefits, and terms under which the policy may be continued in force or discontinued. For costs and complete details of the coverage, call or write your insurance agent or the company. Some products are not available in all states. UnitedHealthcare Insurance Company is located in Hartford, CT and Unimerica Life Insurance Company is located in Milwaukee, WI.

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