

# There's an easier way to manage leave

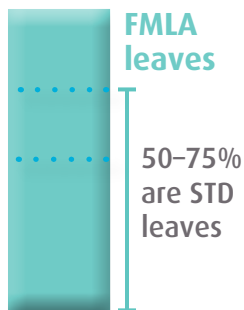
## Non-compliance is costly

- Managers can be found personally liable under FMLA.
- Litigation also can be expensive, not to mention settlement costs.

## The FMLA/short term disability connection

Between 50% and 75% of FMLA leaves are also short term disability leaves.<sup>1</sup>

Managing them separately could lead to additional costs and administrative work — and could mean employees are absent longer than they should be.



FMLA administration is complicated and time-consuming. The rules are ever-changing. And there are more than 100 additional state leave laws and regulations to factor in. But there's a simpler way to manage leave for your employees. Let Unum's expert resources do the work.

## The challenges for employers

- In-house management can be time-consuming and can increase legal risk.
- The 2009 regulatory changes provide much-needed clarification but also increase administrative burdens on employers.
- For example, the new regulations:
  - mandate additional communications with employees requesting leave
  - change key definitions
  - provide new rules on family military leaves

## Easing the burden for employers

Unum's FMLA leave management services can ease the administrative and regulatory burden for employers with 100 or more employees.

Our expert resources allow us to stand confidently behind our decisions. We will:

- verify employee eligibility and approve or deny fmla and state leaves as appropriate
- track and record all reported absences
- communicate any change in leave status to employees and to you
- provide you with comprehensive leave reports

## Consistency throughout the process

We can help ensure that all federal, state and company-specific leave policies are applied

consistently throughout all administrative processes, thus lowering your legal risk.

## Coordinating your leave

Unum's proprietary leave management system gives you a complete view of all employee absences so you can manage them more effectively. It fully integrates employee short term disability leaves with federal and state leave laws.

## Convenience for your employees

Unum provides a streamlined process for the integrated filing of family and medical leaves and short term disability, making the filing and reporting process much easier for you and your employees.

## Essential communication

Unum's leave management center works as an extension of your HR department. We keep you informed of every action or change in your employees' leave status.

Daily reports include:

- new leaves
- changes in leave dates or return-to-work dates
- intermittent hours reported

Weekly reports integrate data from:

- FMLA/state leave
- short term disability claims

*For more information on the benefits of Unum's FMLA leave management services, contact your Unum representative.*

<sup>1</sup> Unum internal data, 2007.

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