



FMLA Made Easy

The Family and Medical Leave Act

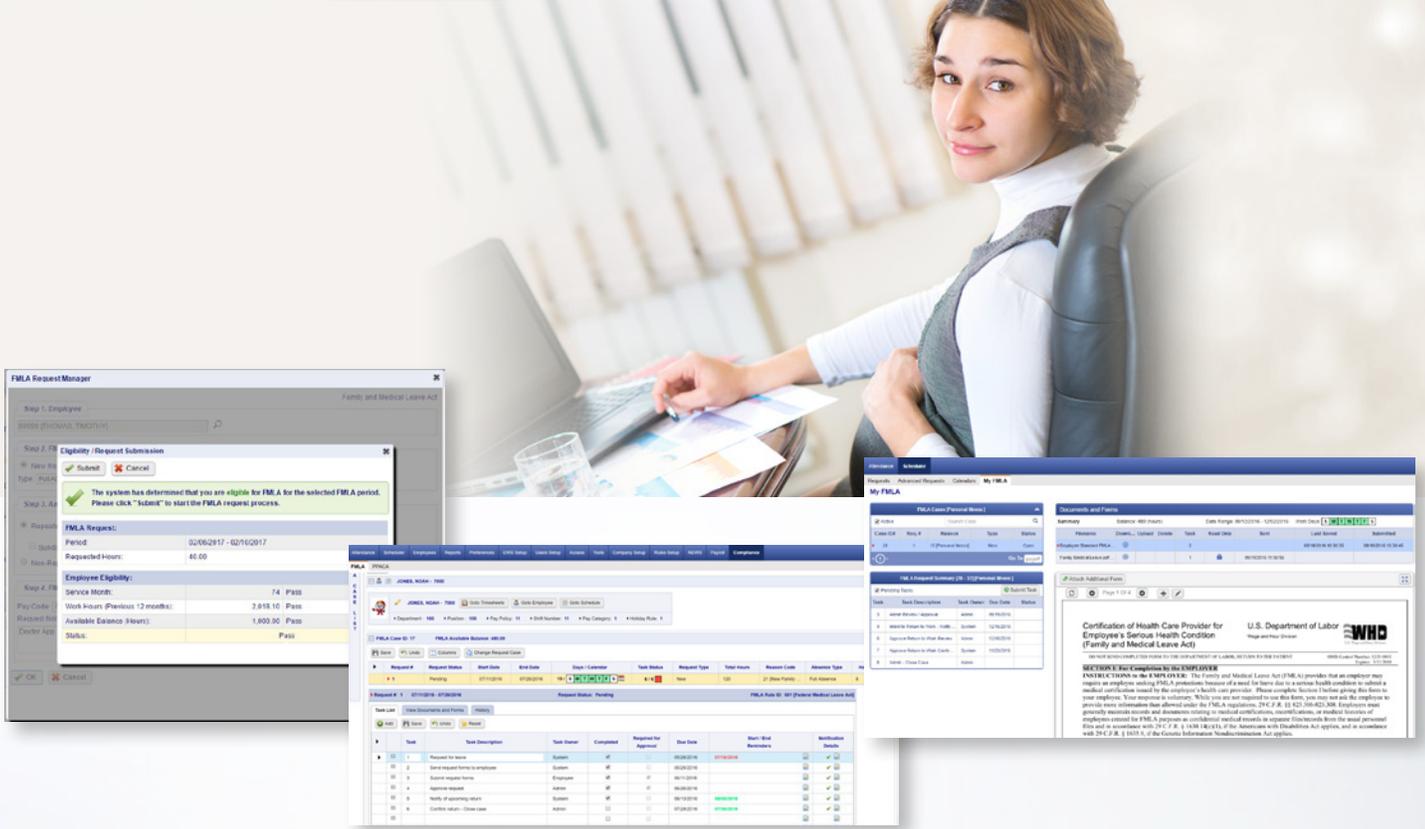
Enacted in 1993, the Family and Medical Leave Act (FMLA) is a United States federal law that provides employees with job-protected unpaid leave for qualified medical and family reasons. The FMLA exists on the principle that no worker should have to face the dilemma of choosing between their family and job, and has thus been definitive in promoting a proper work-life balance. NOVAtime understands that complex FMLA regulations can pose a challenge for organizations hoping to maintain compliance in the midst of numerous leave choices.

The power behind our solution is our ability to provide an almost unlimited number of uniquely coded leave events. Our solution allows each FMLA Leave to be tracked as a separate Leave Code. FMLA leave requests can be initiated by either the employee or a FMLA administrator, anytime (before or after the event), and from anywhere (web or mobile). Requests can be made for new cases or existing case extensions (full absence or reduced schedule) for continuous or intermittent leave.

NOVAtime's FMLA module automates the process of confirming employee qualifications and the proper use of employee benefits. FMLA leave can be taken in conjunction with PTO hours. Our solution allows FMLA administrators to define automatic user-defined FMLA case task lists and workflow based on user-defined reason codes.

Employees may review and fill out their FMLA forms online, including electronic signature when using a touch-screen device. Employees may also upload completed forms and submit them when they are ready. Eligibility determination: FMLA administrators may configure the system to automatically determine the employee's FMLA eligibility based on the number of hours worked in a pre-defined timeframe (number of weeks or months) from the original hire date.





Manage FMLA with Automation

- ✓ **Eligibility determination:** FMLA administrators (FA) may configure the system to automatically determine the employee's FMLA eligibility based on the # of hours worked in the last X of months or weeks from the hired date.
- ✓ **Workflow process:** FA can define step-by-step workflow, associated instructions and forms to email to employees, as well as predefine email notifications to employees and FAs.
- ✓ **Automate document management:** FA can upload FMLA-related forms and instructions for each type of FMLA case. The FMLA email notifications can include information/instructional documents and forms that require completion, as well as user-defined email message.
- ✓ **Automatic email notifications and alerts:** System may be configured for FAs and supervisors to receive automatic email notifications for FMLA requests and new cases, completion of each workflow step, a reminder for a task to be completed before it is due, as well as time-off requests. System may be configured for employees to receive the FMLA forms to fill out; they may fill out their FMLA forms online directly into the PDF or upload a completed form from their computer.
- ✓ **Automatic post of FMLA time-off to an employee's schedule after it's approved.**

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