



LeaveSource[®]

Outsourced FMLA and Leave Administration

LeaveSource by Qcera, Inc., is a unique co-source administration of FMLA and leave of absence tailored specifically for employers who want to reduce their administrative burden while maintaining control and contact with their employees requesting leave. Employers know that ensuring FMLA compliance is complex business. Non-compliance can lead to loss of productivity, out of control absenteeism and even high cost litigation. Qcera offers peace of mind because FMLA compliance is our business.

LeaveSource is designed to be simple and cost-effective. Qcera provides web-based administration and automation using our industry leading software, LeaveSource. Employers have access to real-time information for all leaves, leave balances, certifications, letters, emails and reporting. Leave specialists, dedicated to providing fair and consistent administration of each leave of absence staff Qcera's LeaveSource service. Outsourcing to Qcera allows employers to focus on their core business, while Qcera focuses on FMLA compliance.

Key Service Benefits

- FMLA, State and company leave policies administered by leave of absence specialists
- Electronic data upload of employee information to simplify data entry of leave requests
- Employer has real time access to all leaves administered in LeaveSource
- Eligibility determination within 2 days based on length of service and hours worked
- Consistent and uniform management of leave certifications
- Coordination with disability carrier's approvals and denials
- Status communication through letters and emails to employee and employer
- Return-to-work verification on employee's expected return to work date
- Initiation of recertification for extensions and changes in health conditions
- Intermittent and reduced schedule leave management and tracking
- Timely email communication to employers on employee leave status
- Clear documentation of all events related to the leave administration
- Leave management experts review the certification information for determination
- FMLA and State leave administration supported by expert legal advisors

Service Fees

LeaveSource service charges per leave of absence managed plus a one-time implementation fee. Call Qcera for more information.