



We make it easy for you by providing a proven software platform with professionally managed leave services for fair, consistent results and improved compliance.

Powerful | Effective | Proven

LeaveSource[®] Entrust is a unique outsourced service tailored specifically for employers who want hands-on support for the overwhelming task of in-house management of complex FMLA and State leaves of absence. We make it easy for you by providing a proven software platform with professionally managed leave services for fair, consistent results and improved compliance. You will always have access to the LeaveSource[®] platform for control of your employee's leaves, as if you were administering the leaves yourself. We provide total administrative transparency.

Leavesource[®] Entrust Responsibilities

- Process new leave requests and extensions
- Track leave time balances
- Review all leave documentation
- Make determinations on all leaves
- Request medical recertification as needed
- Track due dates of all documentation
- Alert client of irregular certifications and leave activity
- Track client-specific leave policies
- Determine leave eligibility
- Send all correspondence and notices
- Index electronic documents to appropriate leaves
- Document detailed notes
- Process employees' return to work
- Close leaves after employee returns
- Apply compliance expertise to leave processing
- Respond to client's questions in a timely manner

Client Responsibilities

- Submit employee's leave request
- Respond to LeaveSource questions
- Direct all documentation to LeaveSource
- Respond to employee's questions

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Information & Demonstration Request