



## STAY AHEAD of Absenteeism

In today's compliance-driven marketplace and our understanding of the challenges administering FMLA, Pro-Flex Administrators has developed a strategic partnership with FMLASource®, a leader in outsourcing FMLA Administration. The partnership between Pro-Flex Administrators and FMLASource provides efficiencies by consolidating administrative services, helping to mitigate risk and easing the burden associated with managing FMLA.

### Pro-Flex Administrators, LLC

A full service administration company that was built on one premise: Provide and deliver quality based administrative solutions with the highest level of service at an affordable price. Our state-of-the-art software provides the efficiencies required in today's business environment to effectively meet your administrative needs and create satisfaction with your employees.

#### Pro-Flex services include:

- › Section 125 Flexible Spending Accounts
  - Online enrollment service
  - Optional on-site enrollment support
  - Webinar capabilities
- › Section 105 Health Reimbursement Arrangements
- › Health Savings Accounts
  - Online account management
- › Cobra Administration
  - Premium billing and remittance
  - Manage required notices and correspondence
- › FMLA Outsourcing Services

### Engage the Pro-Flex difference...

### FMLASource®

#### FMLA Administration Services

- › Administer previous 12 months of leave history (if data is provided)
- › Notify employees of customer's FMLA policies
- › Verify eligibility requirements
- › Facilitate certification process
- › Send correspondence for approvals and denials to employees
- › Track and record all employee requests and individual leaves, including FMLA, in a secure way
- › Document each occurrence completely
- › Coordinate complex cases that combine multiple benefit areas
- › Provide program utilization reports detailing employees on leave, frequency of leave and their qualifying events

#### FMLA Consultation Services

- › Provide access to FMLA specialists through a toll-free number and the Internet
- › Provide training for HR staff and managers/supervisors
- › Support the development of the customer's policies and procedures
- › Guide HR managers and other managers on individual FMLA cases
- › Inform managers on the legal and financial implications of FMLA decisions
- › Update managers on the latest state and federal regulations
- › Additional charges are for in-person training sessions (\$150/hour) and approved travel, if needed.