

## EMPLOYEE BENEFITS

# Employee Leave Process Audit

◆ **Review** and evaluate company's leave policy for employees, including sick leave, vacation, personal days and holidays.

Give due consideration to any collective bargaining agreements affecting employees and evaluate leave for non-union employees compared with that of unionized employees.

◆ **Review** the process by which employees request leave, including a review of any leave request forms currently being used.

◆ **Audit** all leave policies to determine which are subject to government regulations (e.g., FMLA, state disability leave) to be certain that the company's policies are equal to or more generous than those mandated by law.

Review relevant statutes and regulations to assure that the administrative procedure for obtaining legally mandated leave complies with current law.

◆ **Identify** an experienced labor and employment attorney and/or HR specialist with whom the company can consult to assure compliance with applicable law.

◆ **Review** the company policy on light duty, reduced workloads, and part-time work for employees returning from medical leave.

Is the current policy sufficient or do you need to adjust it to correct abuse or make it more generous to meet employee needs?

◆ **Identify** all resources available to supervisors to cover for absent employees, including reassignment of responsibilities to other employees, hiring of temporary employees, etc.

◆ **Determine** what procedure should be followed by employees who are absent, both for short periods and for longer periods, with regard to email and voicemail messages.

◆ **Review** the process for returning persons to work who have been on extended leave, particularly those on medical leave.

For example, will you require a certification of fitness for duty when an employee is out for a significant period of time?

◆ **Review** your policy under which employees advise the company of their intent to return to work at the end of the leave. Is the current policy and practice sufficient or does it need modification?

Also consider whether you wish to adopt any policy for welcoming employees who return to work after an extended illness or other leave. Do you want to welcome employees back formally as a company or allow an employee's colleagues to organize an event if they choose?

◆ **Review** with supervisors and all other employees the importance of expressing appreciation to employees to assist and covering for an employee on leave, as well as for any other assistance employees provide which benefits the company. Review the process by which employees request leave, including a review of any leave request forms currently being used.



AssuredPartners