

## What is the best way to handle FMLA?

If your company has at least 50 employees who work 20 or more workweeks per year, you must comply with the guidelines outlined by the 1993 Family and Medical Leave Act (FMLA).

Eligible employees are defined as those who have worked for the company for 12 months; have worked for a minimum of 1,250 hours during the 12-month period immediately preceding the leave; and are employed by a business where 50 or more employees are employed within 75 miles of the worksite.

FMLA is granted when the employee meets the criteria for an approved FMLA absence. Examples of accepted criteria include:

- Birth and or child care of the newborn child of the employee
- Placement through foster care or adoption of a child with the employee
- To care for an immediate family member with a serious health condition
- If the employee is unable to work because of a serious medical condition

The employee may also elect to take FMLA absence on an "Intermittent Leave" or a "Reduced Leave Schedule". This means that the employee may miss as little as an hour at a time, or a day here and there for circumstances such as medical appointments, chemotherapy, or taking a family member to these types of appointments.

The FMLA require an employer to maintain group health plan coverage during an FMLA leave at the same level and under the same conditions that would have been provided if the employee had been continuously employed during the leave period.

You must keep all records pertaining to an employee's FMLA leave for a minimum of three years. The file must contain:

- Payroll information with the employee's name, address, job title, pay rate and total compensation during the leave.
- Dates of the employee's leave. If the leave is less than one day, indicate the number of hours taken.
- The employee's request for a leave of absence.
- Proof of continuation of benefits. Keep a copy of the insurance payments you make during an employee's FMLA leave. Employers must maintain and continue to pay for an employee's medical benefits throughout the worker's absence.
- Records of any disputes between you and the employee concerning FMLA leave.

Specific questions regarding an FMLA should be addressed to your HR legal counsel. If you do not have legal counsel, please contact our office and we would be happy to refer you to a qualified HR attorney.

### Big Business Plans for Small Business

*A Full Service Agency*

Offering:

Group and Individual

Medical  
PPO  
HSA  
HRA  
Dental  
Life  
Disability  
Vision

Voluntary Benefits

AFLAC  
Colonial  
Allstate

Partial & Fully Self Insured Plans

Cafeteria Plans (Section 125)

COBRA Compliance Plans

Pension & 401 K Plans

*Designers*

*Marketers*

*Administrators*

Volume 45, Issue 1

March, 2007

**Cor-Ben Consultants, Incorporated**

4920 A Reed Road Columbus, OH 43220  
(614) 326-7356 or (800) 589-1418 Fax: (614) 326-7365  
[www.corbenconsultants.com](http://www.corbenconsultants.com)

Gregg Mann, *President*  
gmann@corbenconsultants.com

Teri Burns, *Senior Account Manager*  
teri@corbenconsultants.com

Joelle Burwell, *Account Manager*  
jburwell@corbenconsultants.com

Tim Murnane, *Sales Agent*  
tmurnane@corbenconsultants.com

Ty Cramer, *Sales Agent*  
tcramer@corbenconsultants.com

Susan Rastelli, *Administrator*  
srastelli@corbenconsultants.com

Pam Moreau, *IT Coordinator*  
pmoreau@corbenconsultants.com

Becky McKelvey, *Administrator*  
beckym@corbenconsultants.com

Bill McKelvey, *Administrator*  
bmckelvey@corbenconsultants.com

Missy Jacob, *Accounts Receivable / Payable*  
mjacob@corbenconsultants.com

Cindy Roby, *Claims Specialist*  
croby@corbenconsultants.com

Kellie Mann, *TPA Services / Self Insured Account  
Representative*  
kmann@columbus.rr.com

Judi Whittington, *TPA Services*  
jwhittington@columbus.rr.com

Cor-Ben Consultants, Inc.  
4920 A Reed Road  
Columbus, OH 43220