



Leave Administration

Customized solutions to meet your needs
and reduce your costs.

Larkin

Keep it simple, exceed expectations.

Leave administration

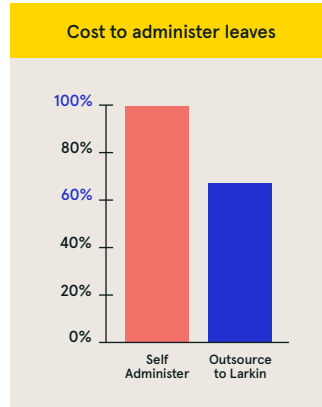
We help you achieve consistent application of company policy and the law, and we customize the processes to meet your needs while helping reduce your costs.

Managing employee leaves

When the Family and Medical Leave Act (FMLA) was signed into law on February 5, 1993, employee leaves of absence changed dramatically. FMLA requires employers to grant leaves to eligible employees for up to 12 weeks (26 weeks in some circumstances) and to protect the employee's job and continue health benefits during that leave.

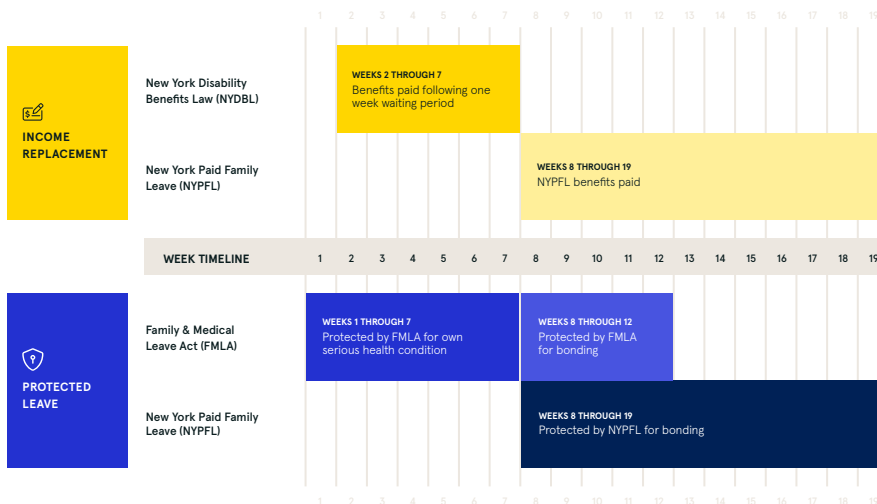
Managing employee leaves of absence and complying with federal and state laws governing such leaves has become confusing for employers and employees alike.

- When do the various laws run concurrently?
- When are they exclusive?
- Which law provides the greater protection or benefit?
- How should employers maintain and communicate their leave policies?
- How can we provide more generous entitlements to our employees while limiting exposure?



Complexities of a leave

This chart is an example of a woman going on maternity leave in New York who is disabled for 7 weeks and, after having her baby, would like to take protected leave for as long as she can under New York Law. Figuring out the laws, coverage and benefits and tracking the leave can be complex. In this case, the employee may take protected leave for 19 weeks.



Let The Larkin Company help you with the complex nature of leave administration. We are a private, employee-owned company that specializes in administering employee leaves of absence and accommodations as well as designing, implementing, and administering self-insured short-term disability plans. These plans also include Voluntary Plans that replace California SDI and Washington PFML, along with self-insured New York DBL and PFL programs. Most recently we launched our family care concierge service which assists employees who are caring for an older adult or those with childcare needs.



Why outsource?

- For most employers, the cost to outsource is significantly less than the cost to administer their own employee leaves.
- In addition, processes are documented, policies are administered consistently and the employee communication is professional – it's a better overall experience for employees.

Why choose Larkin?

- We have been providing disability management and leave services for over 25 years.
- Our services are customized for each individual client to meet its needs and objectives.
- We have a record of nearly 100% client retention and aim to have long-lasting client partnerships.
- We have the ability to integrate disability administration with leave administration. Doing so greatly simplifies the process for employees—one call to The Larkin Company gets both the leave and the disability claim process started.
- Real people answer the phone. We don't put technology between our clients and us. We're a service company. It's important to us to be easily accessible to our clients and their employees.

Larkin

1376 Lead Hill Blvd. Suite 150 Roseville, CA 95661

P: 650.938.0933 / F: 650.938.0943
contact@thelarkincompany.com
thelarkincompany.com