



Leave of Absence & Accommodation Services

FMLA – State Leave – ADA Leave - Internal Leave
 ADA Accommodation – STD Coordination - Workers Compensation Coordination

BBP Admin was founded in 1977. Our mission has always been to consult and administrate for clients throughout the US. Our core focus is in the areas of **benefit administration, payroll, time and attendance and HRIS.**

BBP Admin is here to help. Workplace absenteeism costs US businesses up to \$100 Billion per year. By outsourcing your leave management, you can save valuable time and reduce costs while keeping you compliant. Our system not only keeps you in compliance, with our data points you can quantify your leave to identify potential abuse.

All groups receive our **platinum service and value-added products** included with any line of service. BBP Admin is the only administrator that offers comprehensive value-added services to all our products. By using BBP Admin, you receive great service and price, but the additional services will also assist in helping your organization on a daily basis.

FMLA/State Leave/ADA Services Included:

All Notices sent via e-mail or mail
 Online, E-mail and Phone Consults
 Online Reporting
 Employee/Manager/HR Online Access
 Payment Collection

ADA Leave and Accommodations
 STD & Workers Compensation Coordination
 COBRA Coordination
 Dedicated Account Manager
 Data Feed Notification Available

Additional Leave Administration Information:

Our Leave services include handling the process from A-to-Z. Employees can request leave requests online, e-mail or phone. Our account representative then works to approve the leave request, reports the leave request to the employer and handles the whole process, including coordinating STD or COBRA. This is a full leave process as our system already has all the state and ADA rules built in. For ADA, it is both the leave and accommodation requirements keeping the group fully compliant of all laws.



Benefits of BBP Admin's Leave of Absence Solution:

- Fair and consistent application of FMLA, meeting Federal and State Legislative requirements for all employees at all locations
- ADA Leave and Accommodation policies are built directly into system to be used when a factor
- Employers are not one-size-fits-all so we have a variety of service options to fit the needs of every employer
- Easily identify claim trends or abnormalities by individual to help pinpoint potential abuse
- Service can be programmed for single- or multiple-location tracking
- Detailed reporting that can filter, sort, and export data by location, department, or position for specified time periods using our portals
- Training provided for HR and supervisors covering the functionality and portal benefits along with FMLA Law Training
- Automated email notifications to employees, supervisors and human resources are both efficient and documented
- Sites securely record real time and historical absence data that is easily exported to other applications
- Proactive Return-to-Work Report for employers to keep track of their employees return-to-work dates
- Intermittent leave, the hardest FMLA instances to track, is our specialty
- BBP Admin works with all STD Carriers, no need to implement a new FMLA administration process every year or two when the employer changes carriers
- Our employee portal makes leave requests very simple for employees to request and submit notes and attachments online
- BBP Admin will collect all FMLA payments
- Since we administrate COBRA, we can also coordinate when someone does not return from leave or stops paying to start the COBRA process

RECENT LEAVE UPDATE - FMLA Expansion – Emergency FMLA

BBP Admin has you covered with the Emergency FMLA. This is part of the Families First Coronavirus Response Act which runs through the end of the year, and adds complexity to an already complicated regulation.

- Let us assist with tracking, mailing the applicable leave paperwork, processing claims, and mailing determination letters to the employee
- Leave activity resulting from COVID-19 can be tracked in real-time through our portal and on emailed reports



FMLA Service Overview:

- Review current FMLA and absence policies, practices and recommend revisions for compliance
- Online training for supervisors and managers
- Dedicated Account and Case Manager
- Employee Self Service to manage full leave from computer, tablet or phone
- Employee Instructions to request leave either online, phone or e-mail
- Employees receive full case number and HR and managers are notified via portal of all leave or accommodations
- BBP Admin determines if the leave request is a potential FMLA event, Workers' Compensation, STD or other event(s)
- BBP Admin e-mails or mails employee all necessary notifications and documentation
- Management of multiple employee/family claims for state and federal leave plans
- Continuous and intermittent leave management and tracking
- Access to BBP Admin's Participant Portal to view real time claim details and to track and respond to case requests
- Leave reports by employee, department, work group, or location are readily available
- Managers, supervisors and HR are immediately notified of employee leaves via email or Portal
- BBP Admin Portal absence trend-tracking can reduce FMLA abuse
- Provides uniform absence record keeping with proven impact on improved employee attendance at work, union grievance, unemployment, FMLA, other LOA programs and Department of Labor claims
- Provides notification on first report of work related injury
- Dedicated Account and Case manager to call regarding FMLA questions
- HR and Manager FMLA Training of Law and System

State Laws Supported:

BBP Admin has built into our system all state laws that require leave components. We keep up with the constant changes and additions of new laws for each state. As more and more states add various leave laws for pregnancy, military, voting, domestic abuse, etc. – BBP Admin has you covered. Our regulatory team is constantly reviewing and checking in with the Department of Labor of each state to make sure we keep you fully compliant.

Implementation Process:

We try to make the implementation process as easy as possible. We have a simple-to-use workbook to review and complete the core information about your group and your census. After the workbook is complete, our implementation team reviews and then sets up a meeting to go over the data to start the build-out process of the Employer system and policies. After that is complete, the employee census is loaded and any leave takeovers are entered into the system including any time from employees that was already used for the year. Once that is complete we start the reach out process to takeovers while scheduling training for the HR and Managers. Finally, a custom Employee Guide is sent to distribute to employees to request leave going forward. Generally, most implementations take 2 – 4 weeks to complete depending on scope and training times.



Leave of Absence Compliance Corner

Our website has many FMLA documents and videos we recommend for compliance. Clients with our leave of absence administration receive updates as they become available about Federal and State Leave updates and changes. Included in our annual fee is our compliance service that also includes access to our legal services to answer 20 minute or under consults related to leave or other benefit legal questions. Below are links to our [Employer Website](#) that includes Forms and Videos.

FMLA BASICS:

[FMLA - Employer Guide](#)

[FMLA - FAQ](#)

[FMLA - DOL Compliance Bulletin Video](#)

[FMLA - Employer's Roadmap](#)

[FMLA - Employee Leave Legal Rules](#)

[FMLA - Administration Outsourcing](#)

[FMLA - Avoid Potential Violations](#)

[FMLA - Basic Information Video](#)

[FMLA - Common Questions](#)

[FMLA - Compliance Services Portfolio Video](#)

[FMLA - Curbing Leave Abuse](#)

[FMLA - Step-by-Step Compliance Overview](#)

[FMLA - The Family and Medical Leave Act](#)

FMLA & COVID:

[FMLA & COVID - Coronavirus Relief Law Requires Paid Employee Leave Video](#)

[FMLA & COVID - DOL Q&A Video](#)

[FMLA & COVID - DOL Q&As](#)

[FMLA & COVID - New Coronavirus Relief Law Requires Paid Employee Leave](#)

ADA

[ADA Accommodation](#)

State Laws:

[FMLA - California Pregnancy Disability Leave Laws](#)

[FMLA - Guidelines for Arizona](#)

[FMLA - Guidelines for Arkansas](#)

[FMLA - Guidelines for California](#)

[FMLA - Guidelines for Colorado](#)

[FMLA - Guidelines for Connecticut](#)

[FMLA - Guidelines for District of Columbia](#)

[FMLA - Guidelines for Florida](#)

[FMLA - Guidelines for Hawaii](#)

[FMLA - Guidelines for Illinois](#)

[FMLA - Guidelines for Indiana](#)

[FMLA - Guidelines for Iowa](#)

[FMLA - Guidelines for Kansas](#)

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[FMLA - Guidelines for Pennsylvania](#)

[FMLA - Guidelines for Rhode Island](#)

[FMLA - Guidelines for South Carolina](#)

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[FMLA - Guidelines for Vermont](#)

[FMLA - Guidelines for Washington](#)

[FMLA - Guidelines for Wisconsin](#)