

Workforce Central

# Workforce Absence Manager: Leave

## Take Control of Employee Leave Administration

Standardize and streamline the administration and enforcement of organizational, local, state, and federal leave policies with The Kronos® Workforce Absence Manager™ Leave component. Always stay compliant when managing leave policies, including the Family and Medical Leave Act (FMLA), for which noncompliance can put your organization at risk for costly fines and lawsuits. This proven and configurable solution eliminates error-prone manual tasks so you can maintain current, accurate, and consistent employee leave records. Workforce Absence Manager provides the automated tools and information needed for effective leave management, helping your organization control labor costs, minimize compliance risk, and improve workforce productivity.

### Automatically enforce leave policies for ongoing compliance

The Workforce Absence Manager Leave component automatically enforces FMLA and other organizational, local, state, and federal leave policies so nothing is left to chance. The solution makes it easy to configure standardized, rule-driven procedures for submitting, approving, and executing employee leave requests to help ensure fair, objective determination of employee eligibility and entitlement. What's more, on-demand access to accurate, up-to-date leave data is complemented by a detailed audit trail that speeds and simplifies compliance reporting.



## Key Benefits

- » **CONTROL LABOR COSTS** by streamlining leave of absence processes and preventing ineligible paid time off, reducing intermittent abuse by controlling frequency and duration
- » **MINIMIZE COMPLIANCE RISK** by automatically enforcing organizational, federal, state, and local leave policies
- » **IMPROVE WORKFORCE PRODUCTIVITY** by automating manual processes and accurately planning for leave coverage

Leave Adm...	Name	Leave Case Status	Leave Case Approval Status	Le... Code	Leave Reason	FMLA Balance End of Time Period	FMLA Self	FMLA Family	FMLA Birth	FMLA Paternity	FMLA Adopt	FMLA Caregiver	FMLA Exigency	Leave Start Date	Leave End Date	Leave Type	Docum... Overdue
	McNulty, Wendy	Open	Reed Group	Me...	Self	480:00								4/17/2017	5/12/2017	Contin...	✓
	Bliss, Anna	Sub...	Pending Certifi...	Me...	Self	480:00								8/31/2017		Contin...	
	Bliss, Anna	Sub...	Pending Certifi...	Me...	Self	480:00								8/31/2017		Contin...	
	Bunson, Sarah	Open	Pending Certifi...	Me...	Self	312:00	168:00							7/19/2017	10/18/2017	Contin...	✓
	Susi, Christian	Open	Pending Certifi...	Mil...	Active	480:00								2/22/2017		Contin...	
	Grant, Paul	Open	Manager Requ...	Me...	Self	0:00								3/07/2016		Contin...	
	Vincent, Joanne	Open	Liberty Mutual	Me...	Self	96:00	384:00							12/12/2016	3/03/2017	Contin...	✓
	Pavlick, Allan	Open	BBP Requested	Mil...	Active	480:00								5/01/2017		Contin...	
Betty R	Jones, Martin E	Open	Approved	Me...	Self	0:00								7/23/2015	5/17/2017	Contin...	✓
	Bitter, Darren	Open	Approved	Me...	Child	472:00		16:00						7/01/2015		Intermi...	✓
Toni	Baker, Ginger	Open	Approved	Me...	Self	8:00	472:00							2/13/2017	5/26/2017	Contin...	✓
Toni	Tardiff, Gwen	Open	Approved	Me...	Self	72:00	408:00							4/17/2017	7/21/2017	Contin...	✓
	Regan, Elinor	Closed	Approved	Me...	Birth	480:00								10/12/2015		Contin...	✓
Toni	Moran, Virginia	Open	Approved	Me...	Self	0:00	480:00							2/01/2017	5/05/2017	Contin...	✓
	Jones, Beryl	Open	Approved	Me...	Self	480:00								1/12/2017	1/12/2018	Contin...	✓
	Jones, Beryl	Open	Approved	Me...	Parent	480:00								2/01/2017	2/01/2018	Intermi...	✓
	Diseno, Tony	Open	Approved	Me...	Self	472:00	8:00							6/13/2017		Contin...	✓
Toni	McNulty, Wendy	Open	Approved	Me...	Self	480:00								5/04/2017	6/14/2017	Contin...	✓
Jessica	Campos, Chloe	Open	Approved	Mo...	Parent	16:00		214:00						2/01/2017	2/01/2018	Intermi...	✓
Jessica	Campos, Chloe	Open	Approved	Me...	Self	16:00	250:00							9/01/2016	9/01/2017	Intermi...	✓

Workforce Absence Manager provides a single view into all leave cases, helping you control costs, maintain compliance, and drive ongoing productivity.



## Eliminate tedious manual tasks and minimize leave impact

Workforce Absence Manager automates the leave of absence process, thereby reducing the risk of errors, boosting productivity, and minimizing compliance risk. The solution can automate processes such as requesting a leave of absence, checking eligibility, generating documentation, sending notification reminders, and following up. Instantly generate leave-related documents such as the Certificate of the Healthcare Provider and the Rights and Responsibilities forms. It automatically tracks, manages, and calculates accruals and submits leave of absence requests — all based on your organizational policies. You can also track both paid and unpaid time concurrently. If an employee is not covered under FMLA, Workforce Absence Manager gives the information needed to have the interactive conversation with the employee on his or her other leave options, such as the Americans with Disabilities Act and company leave. Plus, real-time alerts provide managers with the granular information they need to take action on leave of absence requests, including intermittent leave, and plans for necessary coverage to maintain productivity.

## Drive organizational efficiencies for bottom-line results

When you automate and streamline your leave of absence processes with Workforce Absence Manager, you create a more efficient organization to help you control labor costs. With greater insight into employee leave cases, you can better plan for gaps in scheduling to minimize the impact on business operations — and find, in advance, qualified and cost-effective replacements to control overtime expenses. You also can manage the intermittent abuses that can occur with leave by controlling the duration and frequency of intermittent time. Automated leave policy updates and flexible application rules allow you to determine employee leave eligibility, control the order in which leave balances must be used, and monitor time-off balances to prevent ineligible participants from taking time off and being paid for it. You'll be tapping into efficiencies that control labor costs to immediately impact your bottom line.

## About Kronos

Kronos is a leading provider of workforce management and human capital management cloud solutions. Kronos industry-centric workforce applications are purpose-built for businesses, healthcare providers, educational institutions, and government agencies of all sizes. Tens of thousands of organizations — including half of the Fortune 1000® — use Kronos. **Kronos: Workforce Innovation That Works™.**

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Put Kronos Workforce Absence Manager to work for you:  
**+1 800 225 1561 | [kronos.com/absencemanager](http://kronos.com/absencemanager)**

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