



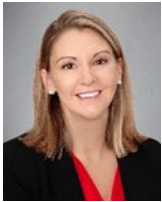
# Driving Compliance

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# Introductions



**Lindsay Schreiber**

Director, Absence Management-Client Services- Workpartners  
Mrs. Schreiber has over 15 years of experience in the Industry.



**Devon Logsdon**

Area Human Resources Manager-Autokiniton  
Mrs. Logsdon has a bachelor's degree in business/ managerial economics from Western Kentucky University and is SPHR and HRBP certified.  
Mrs. Logsdon has over 24 years of experience in human resources.



# AUTOKINITON



AUTOKINITON is the leading North American supplier of structural automotive components and assemblies.

AUTOKINITON is a 24/7 operation with over 26 locations globally.

They have roughly 8,000 employees with over 800 leaves.

# Challenges



## Overall Compliance

- Regulatory
- Tracking History
- Missing Timelines
- RTW
- ADA
- Training

# Why Outsource Leave Management?

- Overall Compliance
- Consistent Tracking of History
- Return to Work Assistance
- ADA
- Consistent Documentation
- Collaborative Training
- Mitigate the Burden for HR



## What to Look for When Outsourcing Leave Management

- Find the right partner that understands your organization's needs.
- Setting clear and concise expectations.
- Communicate often and honestly.
- Someone who adapts well to change.



# How can Outsourcing Help Keep Your Leave Program Compliant?

## Centralization

- One common intake process
- Single point of contact for all absence needs, backed up by a team of experts

## Integrated Data

- Single, comprehensive database of all instances and sources of unscheduled absenteeism

## Outsourced Risk

- Expertise with regulations, law, and litigation
- Best practices and solutions
- **Streamlined Management**
- Mitigate administrative burden
- Reduce ongoing absence costs



# Recommendations for a Compliant Leave Program

Keep	Clean Records
Capture	Detailed notes concerning leave requests, approvals, and denials.
Make	Sure medical documentation is clear.
Communicate	With employees at each step of the leave process.
Be	Consistent!



# Recommendations for a Compliant Leave Program

Program Audit	Review your leave program often. Keep what you like and change what isn't working.
Data	Use data provided by your TPA, Broker, or internally to drive the next steps.
Communicate	Encourage feedback and suggestions from your teams.
Teamwork	Whether or not you are working with a Broker, TPA, or Internal Team. You should all be in sync and driving towards a common goal.

# Training Recommendations

- If possible, in-person training is the most effective.
- Evaluate any challenges or questions and develop the training accordingly.
- Schedule a time of day when your employees are most engaged.
- Make the training fun, add group work, games, and problem-solving exercises.
- Use scenarios that your team is facing as examples.
- Encourage interaction and participation.
- Require the team to do some interactive sessions
  - Question and answer
  - Casey Studies



## Recommended Resources

- DMEC
  - If you are a member, they have great training.  
<https://dmec.org/>
- Broker or TPA
  - If your organization is struggling with Leave management, you can always reach out directly to a TPA or Broker for guidance.
- FMLA Insights Blog





# Questions