

ABSENCE MANAGEMENT CONSIDERATIONS



COMPLIANCE CHECKLIST	
DO YOU...	YES/NO
Have any classes or employee groups who have special rules for leave, such as union groups, pilots, teachers or public employees?	
Have a consistent process for operationalizing your leave and accommodation policies?	
<p>Have a process to review and update your policies to respond to changes in federal, state, municipal and case law?</p> <ul style="list-style-type: none"> » Federal: FMLA, ADA, PWFA, PDA, ERISA, Title VII, FLSA, etc. » State: PFL, PML, PFML, state-mandated disability programs, sick and safe laws, bereavement, parental protections, etc. » Municipal: Sick leave, safety leave, restrictions around paid time off and accrued time, etc. » Administrative guidelines: DOL, EEOC, JAN, NLRB » Recent case law impactful to leave and accommodation requirements under your workplace policies 	
Provide leave training for people managers?	
Have updated job descriptions with essential duties outlined, and including a process to routinely review and update them as necessary?	
Have legal and compliance support and guidance for absence and accommodation activities?	
Have employee resource groups to help offer support for those in need?	
Provide robust employee welfare benefits, as well as other employee assistance and wellness offerings, such as mental health support?	
Provide any on-site perks, such as a fitness center, meditation rooms, walking paths, community/connection gathering spaces, etc.?	
Offer complimentary memberships to holistic employee support (gym memberships, daycare discounts, smoking cessation, mindfulness, etc.)?	
<p>Design thoughtful policies and benefits that promote diversity, equity and inclusion:</p> <ul style="list-style-type: none"> » Employees with unique challenges in and out of the workforce, such as their LGBTQIA identification, gender, race, ethnicity, socioeconomic background, religious affiliation, national origin and/or disability status » Aging workers » Working parents » Working caregivers » Military veterans and reservists 	

LEARN MORE ABOUT OUR ABSENCE MANAGEMENT SOLUTIONS.

Talk to your representative or visit [Employee Absence Management | Leave Management | The Hartford](#)

