

Leave Types Checklist

In considering all of the various leave types that can be offered, it is important for employers to first inventory what they have in place, then move on to an organized feasibility process of what a comprehensive design should look like.

KEY QUESTIONS	ANSWERS	COMMENTS
What parameters does your organization place around the following time-off benefits?		
Sick leave		
Vacation days		
Personal days		
Holidays		
Paid time off		
Family medical leave		
Military leave		
Jury duty		
Voting		
Bereavement		
State-specific		
Domestic violence leave		
Victims of crime leave		
Civil service leave		
Volunteer/Emergency personnel leave		
Parental leave		
Tissue/bone marrow/organ donation leave		
Adoptive parents leave		
Other company-preferred leave policies		
Personal leave		
Administrative leave		
Disaster service leave		
Community service leave		
Religious leave		
Sabbaticals		
Education leave		
Attendance management		
Are the leave types above offered for:		
Management/non-bargained only		
Hourly/bargained only		

KEY QUESTIONS	ANSWERS	COMMENTS
Other combination		
Compliance		
Program referrals		
How are the leave types you offer currently managed?		
Insured and handled by:		
Corporate HR		
Mid-level managers		
Direct supervisors		
Other		
Outsourced and handled by:		
Insurance company		
Third-party administrator		
Combination approach		
How well are leave policies perceived to meet your population needs?		
Are there any restrictions on changing leave policy within your organization?		
Is there any data available to analyze the following:		
Usage: overall and by locations, divisions, etc.		
Costs: overall and by locations, divisions, etc.		
Problem/abuse areas: overall and by locations, divisions, etc.		
Have you been able to take any of the following steps toward program design?		
Compose an internal team and identify stakeholder goals		
Confirm the current state of your sick, vacation, and overall time-off policies		
Gather information to analyze each program		
Review time-off utilization and corresponding financial values and accruals		
Consider benefits programs offered by competing firms		
Have you taken the following steps to analyze and develop alternatives?		
Review potential plan designs such as: <ul style="list-style-type: none"> Standardized leave of absence policies Comprehensive PTO bank Attendance tracking Combination of different plans 		
Estimate cost savings and program implementation costs of each option		
Detail communication and training needs to proceed: <ul style="list-style-type: none"> Accrual methods Time increments for utilization Rollover provisions Buy/Sell options Sick employees at work 		
Agree on the most effective program for your organization, according to stakeholder goals and objectives		
Create the internal business case for change		
Identify vendor partners (e.g., timekeeping, disability provider, etc.) needed to proceed		

KEY QUESTIONS**ANSWERS****COMMENTS****Have you taken the following steps to complete implementation?**

Work with the internal team to finalize plan design		
Design communication and training materials appropriately		
Implement the recommended program		
Provide initial and ongoing manager and supervisor training and employee education		