

INFINISOURCE

BENEFIT SERVICES

FMLA & Leave Administration Proposal

PREPARED EXCLUSIVELY FOR:

Name goes here

PRESENTED BY:

Name goes here



Your Solution

Infinisource started in 1986 as COBRA Compliance Systems, Inc. as a direct response to the newly enacted COBRA law. The company specialized in compliance education and administration of COBRA benefits. As the market evolved and company needs changed, COBRA Compliance Systems, Inc. began adding new products and services to provide to businesses. With acquisitions and organic growth Infinisource continues to be an industry leader in Benefits Administration services and has also evolved into a leading provider of Human Capital Management solutions to employers with its iSolved product.

Infinisource continues to grow and expand, without compromising on the commitment to quality products and top-notch service. Infinisource's commitment to you is pure and simple – we will provide innovative solutions that fit your needs and contribute to your success.

Infinisource's key advantages are significant and unique in today's market. They include:

- **Leading Technology** – Managed by Infinisource
- **Service Excellence** – No complicated automated phone systems; a direct to desk number for your customer service representative.
- **Growth and Expansion** – As our company continues to grow, we adapt to ensure that the needs of every customer are met
- **Results are Important** – We are accountable to deliver the promise of Infinisource and we drive for results. We are committed to the continuous improvement of our managed services and customer support.

Infinisource is pleased to present you with this formal proposal for FMLA & Leave Administration services. We appreciate your consideration of our solution(s) and are confident we can manage your compliance requirements in the most efficient and cost-effective way possible. Our leading-edge compliance solutions, coupled with the most comprehensive risk protection available will allow you to focus on what matters most, your business.

***We truly take pride** in what we do and hope to have the opportunity to work with your business.*

FMLA & Leave Administration

The Family and Medical Leave Act (FMLA) was created to provide job protection and benefits continuation (12 or 26 weeks) due to serious health condition to an employee or immediate family member. The risk for non-compliance is great as violations of leave laws may result in lost wages, back pay, reinstatement, retroactive benefits, and both compensatory and punitive damages.

Infinisource's FMLA service will assist employers with:

- Determining if the employer must comply with FMLA
- Preparation of employer's FMLA Policy by **myHR|counsel**™ attorneys
- Determining if an employee is eligible for FMLA
- Documenting each case – dates, details, medical certification forms
- Providing and posting required notices –
 - Eligibility Notice
 - Rights and Responsibilities
 - Certification of Health Care Provider
 - Designation Notice
- Determining if the American Disabilities Act, or any other state or federal law that expands upon FMLA applies and coordinate all applicable sets of requirements
- FMLA training for employer managers
- Unlimited access to **myHR|counsel**™ attorneys for FMLA legal advice



Since its enactment, the FMLA has been used more than 100 million times



42% of leaves are 10 days or shorter; 72% of leaves are 40 days or shorter



13% of all employees reported taking leaves for a qualifying FMLA reason in the past 12 months

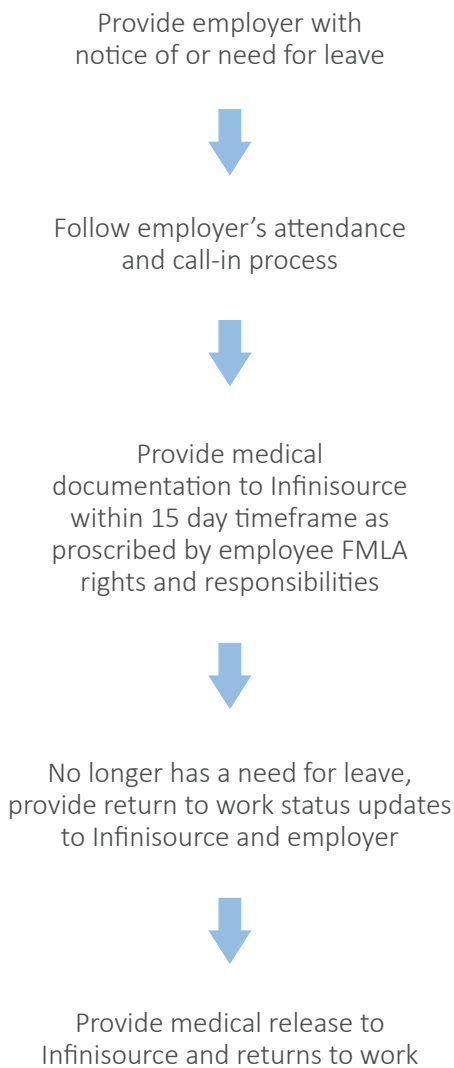


In the short four-year period between 2012 and 2016, the number of FMLA lawsuits increased by 200%

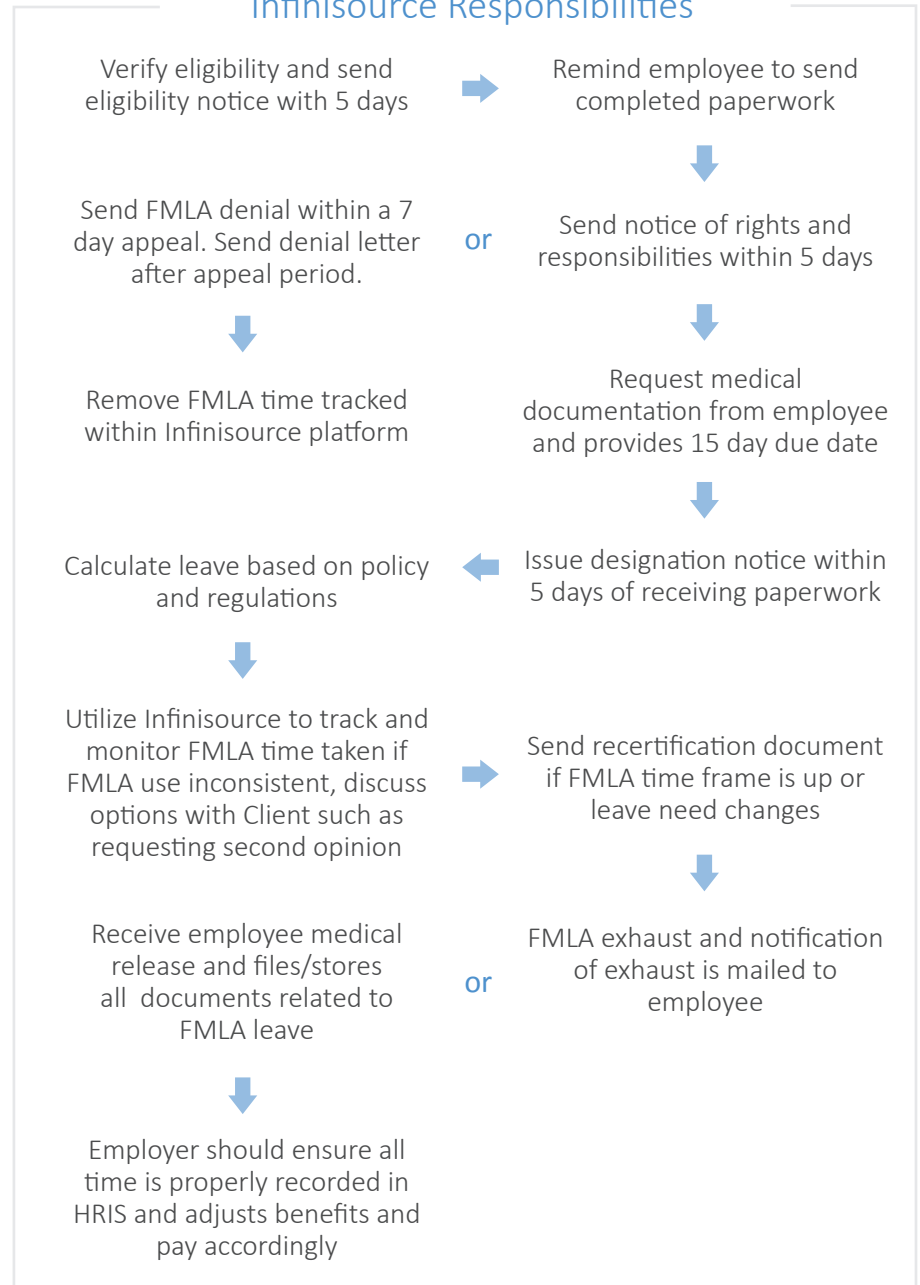


FMLA Responsibility Breakdown

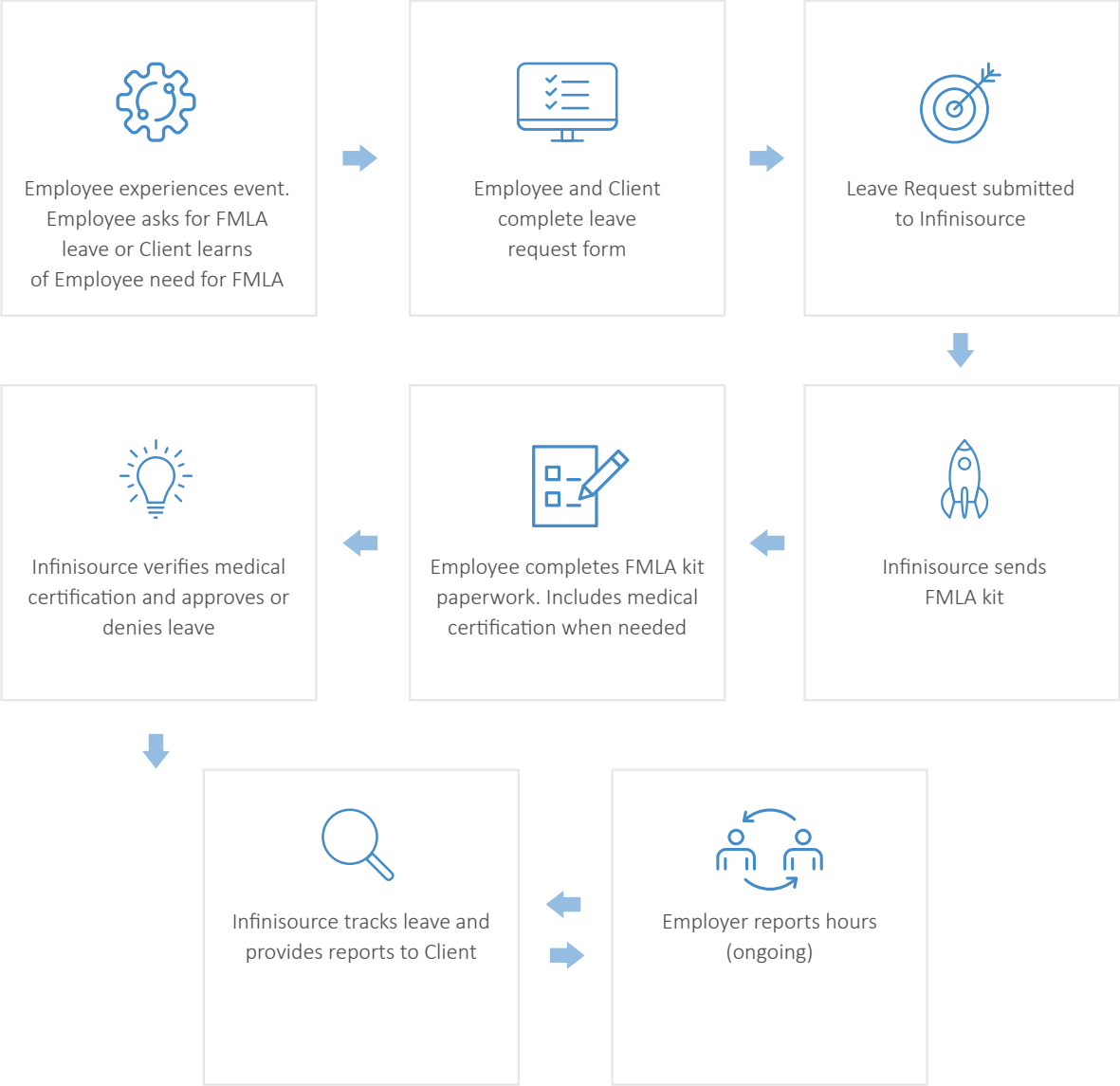
Employee Responsibilities



Infinisource Responsibilities



FMLA Process



Fees for FMLA & Leave Administration

Services	Service Fee
Setup (one-time fee)	\$250.00
FMLA and Leave Administration <ul style="list-style-type: none">• Monthly admin fee (per employee per month)• Assigned customer service representative• FMLA Policy• Validating leaves• Documentation of cases• Provide FMLA Eligibility Notice• Provide FMLA Designation Notice• Application of ADA, state leave laws• FMLA training for employer• FMLA legal support from myHRcounsel	\$2.95/pepm



Infinisource Service

We don't just claim to have best-in-class service; we actually deliver it. Once we've received your complete information, we will get started right away on the implementation process. You will also have a dedicated representative to help you throughout the process. Infinisource is committed to ongoing investment in our support resource to ensure that every customer has the best possible experience. You'll enjoy features like a U.S.-based support center with extended hours, online resource centers, and a mobile app for FSA accounts.

Broker Testimonials

"I unconditionally recommend Infinisource to all businesses looking for a 'user-friendly' company." – Sheryl Mowry, Leader Logistics Group

Employer Testimonials

"Infinisource is truly a first-class organization. The Infinisource staff is reliable, knowledgeable, efficient and timely with their communications." – Debra Snyder, FLSmidth, Inc.

Our staff of highly-trained experts concentrates on our client's best interests and is ready to assist you.



Executive Summary

We realize that you have a business to run and we are committed to providing leading edge solutions coupled with the most comprehensive level of outsourced in the marketplace today. We do not take this responsibility lightly and together we will build a long-term partnership. We have the solutions that will allow you to focus on what matters most, your business.

Infinisource has a solid reputation of delivering the highest levels of superior service. With 30 years of experience, we know what employers need, and we have addressed these issues in our solution. We have great deal of time and resources toward continuous improvement of our benefits administration products and services.

At the same time, we also continue to increase the size of our service team so that each of our clients receives one-on-one support throughout every step of the process. This also allows our staff members to proactively engage with participants to minimize claim denials and provide a better overall experience.

We truly take pride in what we do and look forward to working with your business. Begin your administrative services and experience superior service provided by benefit experts!

We welcome the opportunity to be your administrator of choice!

For more information, please contact: