

# Update Your Leave of Absence Policies

## ADP TotalSource®



A more human resource.™

As part of your partnership with ADP TotalSource®, we manage worksite employee leave administration for all federal and state leave laws and any company-specific leave of absence policies you may have. To do this accurately, we must ensure that your Family and Medical Leave Act (FMLA) coverage status and/or voluntary Medical Leave and Family Care (MLFC) policy elections are correct.

### Here's what you need to do.

- **Confirm your current FMLA status/MLFC election.**  
Look on the Current Eligibility and Participation Report on the **Global Setup** tab within My TotalSource®.
- If you want to keep the same FMLA status/MLFC election, there are no further actions to take.
- **If your FMLA coverage status has changed or if you wish to change your MLFC election, you must change it before May 5, 2017.** This will allow ADP TotalSource to administer leaves of absence for your worksite employees in accordance with applicable federal and state laws and/or company policies. To change your FMLA status/MLFC election:
  - Log in to [My TotalSource](#).
  - Click the **Global Setup** tab.
  - On the left navigation bar, click **FMLA Coverage** (under **Paygroup Setup**).
  - Select the button corresponding to your FMLA status/MLFC election, verify that you agree with the acknowledgements listed and click **Submit**.
- **If you don't change your FMLA coverage status and/or MLFC policy election by May 5, 2017, ADP TotalSource will default your 2017–2018 FMLA status and/or MLFC election** to the information shown on your Current Eligibility and Participation Report. Changes to this election will not be permitted until the next Open Enrollment period.

**Please note:** Benefits are protected for up to 12 weeks under the FMLA and MLFC leaves of absence. Employees not eligible for FMLA or MLFC will be offered COBRA coverage while on leave and can re-enroll in benefits on the first of the month following their return to full-time active status.

### Your organization can be covered by:

#### The Federal Family and Medical Leave Act

Your organization is covered under FMLA if your company has maintained 50 or more worksite employees on your payroll during 20 or more calendar workweeks (not necessarily consecutive workweeks) in either the current or the preceding year. **Note:** If you confirm that you're covered under FMLA, ADP TotalSource will assume that all your worksite employees work within a 75-mile radius of a site that employs 50 or more worksite employees. We'll use this assumption to determine whether a particular employee is eligible for leave unless you inform us otherwise (by logging in to My TotalSource and updating your FMLA status within the **Global Setup** tab).

#### Or

#### The Voluntary Medical Leave and Family Care Policy

If your company is not covered under FMLA, you can elect to offer the voluntary MLFC policy to your worksite employees. This policy provides up to 12 weeks of leave with benefits for a worksite employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth), to care for the employee's child after birth or placement for adoption or foster care, or to care for an immediate family member. It does not guarantee job restoration. You must elect this policy if you would like to provide benefits continuation for your worksite employees.