

Leave Administration

Newfront HR Services provides comprehensive leave management support to help companies assist their employees during important and often challenging times. Our experts guide HR teams through leave eligibility, documentation, and administration ensuring compliance and quality. We aim to create a supportive, streamlined process that benefits both employees and organizations. Choose from our three service models designed to elevate your employees' leave of absence experience.



ADVISORY SUPPORT

Utilize five consulting hours per month—Companies looking for general leave guidance can access a leave consultant for recommendations around policy, communication templates, and documentation.

LEAVE MANAGEMENT PROCESS DESIGN

Let us design your internal leave management process— This is the perfect option for companies looking for a tailored leave management workflow, communication templates, and tools needed to successfully administer their employee leave requests.

FULL LEAVE ADMINISTRATION

Available to businesses with up to 1,500 employees in U.S. and Canada.

Partner with a dedicated leave consultant—Let us act as an extension of your team so you can focus on other responsibilities.

Option 1: Essential Plan

- **Leave Consultant:** Dedicated consultant to assist employees through the leave of absence cycle
- **Policy Review:** Company leave review and recommendations
- **Communications:** Customized employee leave guide and letters/notices with company-specific messaging
- **Payroll:** Employee leave pay calculations
- **Operations:** Dashboard access and FMLA training

Option 2: Enhanced Plan

All services of the Essential Plan PLUS:

- **Employee Self-Service Portal:** Dedicated portal to submit leave requests, live case updates, document upload/download, leave calendar, HR reporting, and more
- **Accommodation:** Facilitation/support of accommodation requests, whether related to time loss or no time loss

All services include federal, state, and local policy guidance.



Looking for additional HR support?

Our expert team is here to help streamline processes and provide added support to your team. Contact us to learn more about our additional services including HR Administration, Payroll Administration, Systems Support, and Benefit Billing Reconciliation.



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