



## Leave Specialist

The Leave Specialist will use the data provided, through the interpretation of the company's leave policies, PTO plan, and disability plans, to ensure ongoing compliance in the administration of these plans for team members working in the multiple states in which Elara Caring operates. The Leave Specialist will oversee and administer leave requests and accommodations requiring specialized attention, particularly those arising under the Family and Medical Leave Act (FMLA), individual Collective Bargaining Agreements, the Americans with Disabilities Act (ADA), state and local leave laws, and short-term or long-term disability plans.

At Elara Caring, we care where you are and believe the best place for your care is where you live. We know there's no place like home, and that's why our teams continue to provide high-quality care to more than 60,000 patients each day in their preferred home setting. Wherever our patients call home and wherever they are on their health journey, we care. Each team member has a part to play in this mission. This means you have countless ways to make a difference as a Leave Specialist by keeping a team of elite healthcare professionals operational.

To continue to be an industry pioneer delivering unparalleled care, we need a Leave Specialist who shares our commitment to distinction and progress. Are you one of them? If so, apply today!

Why Join the Elara Caring mission?

- You'll work in a collaborative environment
- You'll be rewarded with a unique opportunity to make a difference
- Outstanding compensation package
- Comprehensive onboarding with mentorship
- Opportunities for advancement
- Medical, dental, and vision benefits the 1<sup>st</sup> of the month after 30 days of employment
- 401K match and paid time off for full-time staff

What is Required?

- Bachelor's degree in HR Management, Business Administration, Finance, or relevant field; or eight years of human resource experience in lieu of the bachelor's degree.
- 3 years of extensive knowledge of the leave requirements and other legal protections afforded by the FLMA, ADA, and other applicable state and federal laws
- HRMS system application is preferred in Workday
- Experience in a union environment in a home health or hospice environment is preferred
- Professional in Human Resources (PHR) or Society for HR Management Certified Professional (SHRM-CP) preferred or willingness to obtain certification within 2 years

You will report to the Leave Manager who reports to the Director of Compensation & Benefits.

*This is not a comprehensive list of all job responsibilities; a full job description will be provided.*

*We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression, or veteran status. We are proud to be an equal opportunity workplace.*

**Apply at [Elara.com/jobs](https://www.elara.com/jobs)**