



Job Title: - Leave of Absence Administrator

If interested, please apply here:

<https://careers-gmfinancial.icims.com/jobs/32350/leave-of-absence-administrator/job?hub=7>

JOB SUMMARY:

The Leave of Absence Administrator coordinates the administration of the leave of absence, ADA, and workers' compensation programs. This team member will be responsible for monitoring and administering claims, report generation, and communication with employees, managers, insurance carriers, medical personnel and lawyers.

JOB DUTIES:

- Serves as main point of contact for vendor relationships as it relates to leave of absence, ADA, and workers compensation.
- Review and resolve escalated personal and FMLA leave of absence issues
- Maintain strong relationships with absence management and disability program and Workers' Compensation vendor partners. Resolve and process issues successfully.
- Ensures compliance with Federal and State guidelines by staying abreast of current requirements and trends, and communicating and implementing changes necessary to remain compliant.
- Responsible for communicating approvals, denials, return to work and other important information to team members, managers and Human Resources Business Partners.
- Responsible for advising and training other Leave of Absence team members, managers and HR
- Create and distribute end-user reports as needed, with various frequency & formats and assist internal and external customers in understanding the data.
- Work with Legal department to determine eligibility for ADA requests based on medical certification and questionnaire completed by physician.
- Track and report vendor benefit program and claim data, utilizing proprietary vendor reports and website data.
- Provide guidance to team members, as it relates to the leave of absence policy

REPORTING RELATIONSHIP:

Reports to: Benefits Manager

QUALIFICATIONS:

Knowledge

- Administrative and clerical procedures
- Basic software applications (e.g., Outlook, Word, Excel, Lotus, Access, Internet, Email).
- Company policies and procedures (e.g., disability, vacation, compensation, EAP programs).
- Company values, mission, vision and strategic direction.
- Equal Employment Opportunity (EEO) regulations.
- Good software applications (e.g., Outlook, Word, Excel, Lotus, Access, Internet, Email).
- Healthcare laws applicable to the position (e.g., HIPAA).

- U.S. government regulations (i.e. Selection, EEO, Title , FLSA, ADA, FLMA, etc.).

Skills

- Communicating organizational benefits programs to employees.
- Completing various administrative duties (e.g., answering phones, making copies, filing).
- Generating HR reports and reports for management personnel
- Integrating information from various HR database sources.
- Analyzing compensation and benefits policies to ensure compliance with legal requirements
- Communicating organizational benefits of training programs
- Complying with U.S. government regulations (i.e. Selection, EEO, Title , FLSA, ADA, FLMA, etc.).
- Ensuring compensation and benefit programs comply with legal requirements.
- Maintaining group benefits records.
- Using HR databases and information systems (e.g., HRIS).

Education

- High School Diploma required
- Bachelor's Degree preferred

WORK CONDITION:

Occasional overtime or split shifts may be required; Subject to loud noises; some travel required; Fast-paced office environment; Strong focus on providing quality service to internal and external customers; Work a flexible schedule including extended business hours, weekends and holidays; Work additional hours based on production demands requiring mandatory overtime; Subject to daily service level requirements; Must be able to deal with stressful office conditions while troubleshooting problems