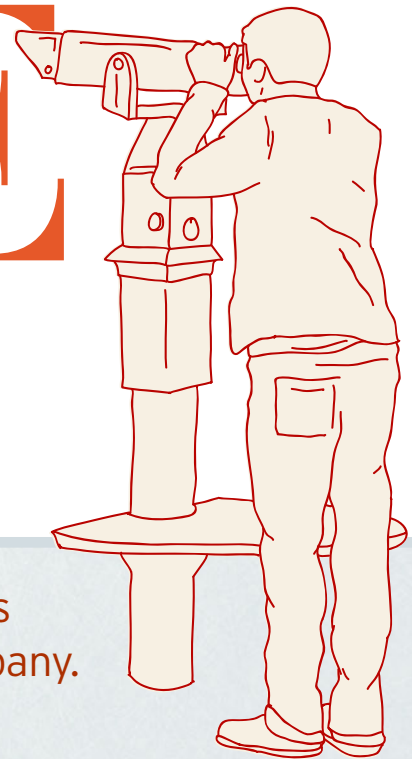


LEAVE

USAGE ASSESSMENT

*get a high-level view
of leave in your company*



In a recent Optis survey, **54.3%** of HR professionals weren't sure how much absence has cost their company. Are you in that 54.3%?

To get a better read on your company's leave usage and its impact on costs, you should be able to answer these questions. **CHECK OFF** each one you're able to get the answer to, then see how you score.

>> LEAVE USE

- How many categories of leave are being used in your company?
- What is the average leave duration at your company?
- How many days' notice do you get for leave requests?
- What leave category is used most in your company?
- How many leave events in your company are episodic, or unplanned?

>> PRODUCTIVITY

- Are there steps employees can follow to prepare their team for planned leave?
- In the event of unplanned leave, do you have contingency plans in place to avoid disruption to productivity?
- Do you have methods to track productivity lost due to leave?
- Can employees transition back to work on a part-time basis?

>> LEAVE TRACKING

- How often do you audit your leave use?
- Do you have documentation processes in place to track all leave events?
- How often do you have to retroactively gather leave documentation?
- How many fines have you had due to leave noncompliance?
- Are you set up to get updates of regulation changes?
- Are your leave requests in compliance with other employment regulations?

0-4
**GETTING
STARTED.**

You have a few pieces in place ... but can you do more to get a handle on leave?

5-9
**ON YOUR
WAY.**

You have many pieces in place ... but are you getting the most from your leave management processes?

10+
**ALMOST
THERE.**

You're close to getting a handle on leave ... but would a leave management tracking system transform your current approach and improve efficiency and compliance?

don't let
LEAVE
get you down



Schedule a leave evaluation with Optis today to discuss which leave events are used most in your company. **Contact us at 1-800-678-6613 or visit us online at Optis.com.**