



Leaves of Absence and Succession Planning

Critical for Business Continuity and Overall Employee Satisfaction





Today's Topic

Topic: Leave of Absence and Succession Planning

Are these the same?

Description:

It can be challenging to plan for the expected (am I right, Project Managers?). How much harder is it to plan for the unexpected? Understanding the delicate balance between a leave of absence and succession planning is critical **for business continuity and overall employee satisfaction**. What does it take to build leave mandates, whose rights are they anyway, and how can proper policies and procedures help to safeguard your employees' jobs, productivity, and emotions? Join us for 20 minutes, less time than it takes to enjoy a cup of coffee, as we dive into these topics and more!

Agenda Topics

- 01.** Business Continuity and Employee Satisfaction
- 02.** Rights and Responsibilities
- 03.** Employee Experience



A woman in a light-colored blouse and dark trousers stands on the right, gesturing as if presenting. Three people (two men and one woman) are seated at a table on the left, looking towards her. The table has papers, pens, and coffee cups. The background shows a modern office setting with large windows and a whiteboard on an easel. The entire image is overlaid with a semi-transparent purple filter.

Leaves or Succession

Forward Momentum Is Critical

Business Continuity

Leaves or Succession

01.

Always Have a Plan B

Preparation made to ensure the jobs are getting done and planning for the unexpected.

02.

Ensure Backups are Fully Trained

Backups help create seamless customer experiences.

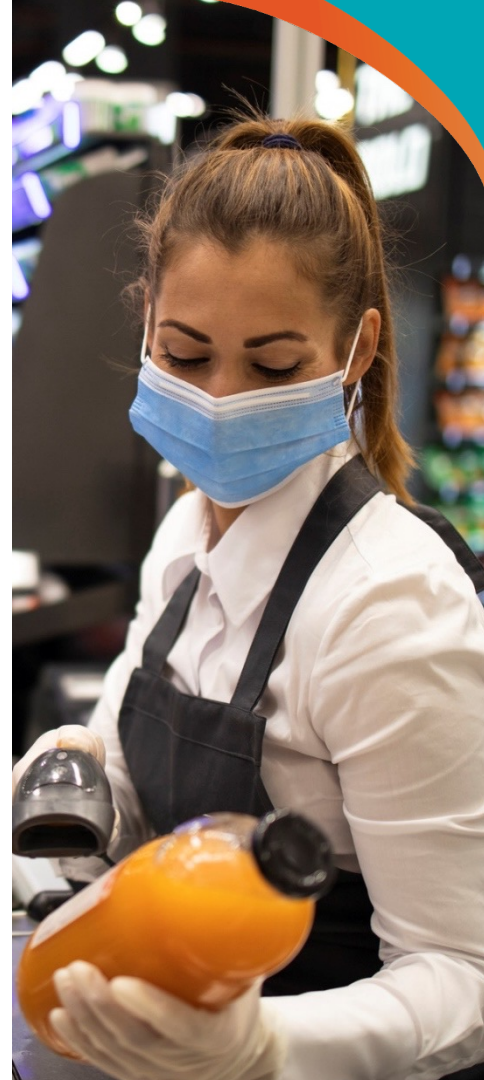
03.

Honest Conversations

How long are employees committing to stretch, when is the light coming and help rebalancing priorities.

Employee Satisfaction

- › Productivity
- › Engagement
- › Turnover
- › Company Promoters
- › Idea Contributions
- › Energy
- › Customer Sentiments





Rights and Responsibilities



Time for a New Adventure

Internal Factors and External Factors



The Grumbling

Why is this person out again?

Why are they leaving?

How long are they going to be out?

Please don't pick me to help fill in, I am too busy.

Rights and Responsibilities

Per FMLA



- > The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave.



12 Weeks of Leave

- > Birth of Child or Care for a Child
- > Care for a Family Member
- > Own Serious Health
- > And More



- > Liability for failing to make a timely eligibility determination or failing to provide timely notice to its employees.

OR

- > Interference with, restraint, or denial of the exercise of an employee's FMLA rights.



- > If an employer fails to timely designate FMLA leave and that failure causes the employee to suffer harm.



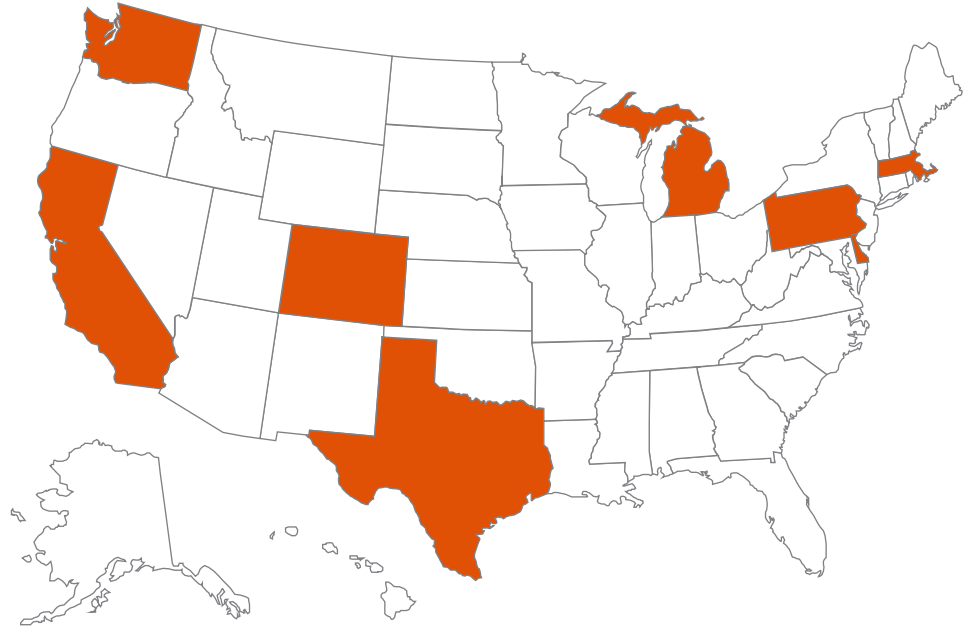
- > The employer may be liable for damages or be required to take other remedial actions, including monetary penalties.



Federal, State, and Local Mandates

FMLA Covers Employees Within a 75-mile Radius

- › California
- › Colorado
- › Massachusetts
- › Michigan
- › New York
- › Pennsylvania
- › Washington
- › Washington D.C.





Employee Experience

Employee and Business Impact

No one should feel guilty for needing to take leave

01

Other employees should feel balanced with extra responsibilities.

03



02

Customers should feel seamless service

04

Good, healthy, and strong Company Culture should be felt throughout all phases in someone's absence.



Morale and Engagement

- › Help Employees Feel Safe and That They Matter
- › Help Uplift Employees for When Life Happens
- › Encourage and Give People a Reason to Bring Their Best
- › Be Supportive Encourage the Use Keep Focus on the Individual. Do Not Show the Employee Any Concerns or Make Them Feel Bad for Exercising Their Rights.
- › Do Not Ask for “Extra” Information Other Than What is Already Noted on the Documentation or What They Want to Share
- › Ask Employees How They Feel
- › Ask Employees What They Need
- › Set Clear Parameters
- › Be Resourceful
- › Demonstrate Balanced Communication: Confidentiality and a Plans for Support



Join Us for Part Two on May 25th



Today's Topic

Topic: Improved Leaves To Help Keep Your Employees

Why Leaves Matter

Description:

Employees want to be heard, they want to be understood, and they want to know they can trust their managers and the leadership of their organization. For employers, this means closing the financial and emotional gap between job security and personal/family care needs. Improved leave options can help retain existing employees and attract top talent and can be a company culture game changer!

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**Thank you
for your time.**

