

National Business Group on Health

EMPAQ[®]

DATA DICTIONARY

Family and Medical Leave



EMPAQ[®]
Employer Measures of Productivity, Absence and Quality™

EMPAQ[®] Family and Medical Leave (FMLA) Metrics

| Metric | Calculation |
|--|--|
| Non-Concurrent FMLA Claims per 100 Covered Employees | $= \frac{\text{Total Number of Non-Concurrent FMLA Claims}}{\text{Average Number of Employees Eligible for FMLA}} \times 100$ |
| Non-Concurrent FMLA Lost Workdays per 100 Covered Employees | $= \frac{\text{Total Number of Non-Concurrent FMLA Lost Workdays}}{\text{Average Number of Employees Eligible for FMLA}} \times 100$ |
| Total FMLA Claims per 100 Covered Employees | $= \frac{\text{Total Number of FMLA Claims}}{\text{Average Number of Employees Eligible for FMLA}} \times 100$ |
| Total FMLA Lost Workdays per 100 Covered Employees | $= \frac{\text{Total Number of FMLA Lost Workdays}}{\text{Average Number of Employees Eligible for FMLA}} \times 100$ |

Definitions

Average Number of Employees Eligible for FMLA: Average number of U.S.-based employees covered for FMLA. Employees must work for the organization at least one year and work at least 1,250 hours within the past 12 months. For those employees in a state with a state-mandated leave, include those employees covered by state programs who may not yet be eligible for federal FMLA coverage.

Total Number of FMLA Claims: Number of all approved claims, including those for employees working a reduced schedule and/or any claims that are approved for state FMLA leave even if they do not qualify for federal FMLA.

The total number of FMLA claims includes:

- Continuous and intermittent claims;
- Non-concurrent FMLA claims (including those that may be paid under an incidental sick leave or vacation/PTO policy);
- All approved STD and WC claims that ran concurrent with FMLA;
- Denied STD or WC claims that were approved for FMLA; and
- Partially denied STD or WC claims approved for FMLA.

For these partially denied claims, count the portion running concurrently with STD or WC as a concurrent claim, and count the continually approved FMLA portion beyond the STD/WC approved status as a non-concurrent claim. Typically, this type of FMLA absence is viewed as two FMLA claims: one concurrent and one non-concurrent. Do not include denied FMLA claims.

Total Number of FMLA Lost Workdays: The number of FMLA intermittent days and FMLA continuous days, including concurrent and non-concurrent claims. Convert intermittent/partial days and hours into full day equivalents.

Include days lost for:

- Federal and state mandated FMLA programs.
- Active FMLA claims opened during a prior year.
- All lost workdays for approved STD and WC claims that ran concurrent with FMLA. Include the lost workdays associated with any elimination period prior to the approved STD or Workers' Compensation benefit effective date.
- Denied STD or WC claims approved for FMLA.
- Partially denied STD or WC claims approved for FMLA.
- Non-concurrent FMLA claims including those that may be paid under an incidental sick leave or vacation/PTO policy.

Do not include supplemental FMLA leave programs provided by the employer or STD/WC lost workdays if FMLA was exhausted.

Total Number of Non-Concurrent FMLA Claims: The total number of non-concurrent claims during a given period, including claims for leaves starting in a prior period or continuing into a subsequent period. A non-concurrent claim is an approved FMLA claim that does *not* run concurrently with STD and/or WC.

A concurrent claim is an approved claim that runs concurrently with approved STD and/or WC claims. To ensure that time off is not double-counted between programs, concurrent claims and/or lost workdays are only counted in the FMLA concurrent claim metrics and are *excluded* from any non-concurrent FMLA metric.

If an approved FMLA concurrent claim that is tied to an STD or WC claim includes a waiting period before the STD or WC benefits begin, then the waiting period days are considered part of the FMLA concurrent claim.

Note: A claim may have STD or WC benefits that are concurrent with FMLA for only portion of the claim.

Total Number of Non-Concurrent FMLA Lost Workdays: The total number of lost workdays for non-concurrent FMLA claims occurring during the given period. A non-concurrent claim is an approved FMLA claim that does *not* run concurrently with STD and/or WC. All lost workdays that occurred during the reporting period should be counted, even for FMLA leaves starting in a prior period or continuing into a subsequent period. Include both intermittent and continuous leaves. Convert intermittent partial days and hours into full day equivalents.

Include days lost due to:

- Federal and state mandated FMLA programs.
- Active FMLA claims opened during a prior year, including lost workdays for the current reporting period only.
- Continuous and intermittent lost workdays for non-concurrent FMLA claims.
- Denied STD or WC claims approved for FMLA.
- Any lost workdays associated with a partially denied STD or WC claim approved for FMLA for those days continuing beyond the denied STD/WC date.

Do not include claims from employer-supplied supplemental FMLA leave programs or STD/WC lost workdays if FMLA was exhausted.

A concurrent claim is an approved claim that runs concurrently with approved STD and/or WC claims. To ensure that time off is not double-counted between programs, concurrent claims and/or lost workdays are only counted in the FMLA concurrent claim metrics and are *excluded* from any non-concurrent FMLA metric.

If an approved FMLA concurrent claim that is tied to an STD or WC claim includes a waiting period before the STD or WC benefits begin, then the waiting period days are considered part of the FMLA concurrent claim.

Note: A claim may have STD or WC benefits that are concurrent with FMLA for only portion of the claim.

Other Helpful Definitions

FMLA Concurrent Claims: These are approved FMLA claims that run concurrently with and at the same time as approved STD and/or Workers' Compensation claims.

FMLA Non-Concurrent Claims: These are approved FMLA claims that do *not* run concurrently with approved STD and/or Workers' Compensation claims. However, a non-concurrent FMLA claim may be considered under an organization's policy for incidental sick leave (paid or unpaid) and/or vacation/paid time off (PTO). The non-concurrent FMLA metrics include all FMLA non-concurrent claims and/or workdays regardless of whether they were paid or unpaid.