



EMPAQ®

Preparing For Your Online Submission

The following document contains all of the questions and metrics included in EMPAQ. Please use this document to prepare your responses for the online submission tool. Submissions can be made at <http://submission.empaq.org>.

Billing and Employer Information

Billing Information

Billing Contact

Name (The person to whom the bill should be sent)	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone Number	<input type="text"/>
E-Mail Address	<input type="text"/>
Purchase Order Number (If required)	<input type="text"/>

Survey Respondent

Name (The person completing the questionnaire)

Phone Number

E-Mail Address

Employer Information

Employer Name

Industry Type

- Manufacturing
- Energy, Chemicals and Refining
- Technology and Telecommunications
- Financial
- Healthcare
- Hospitality
- Professional, Scientific and Technical Services
- Media and Publishing
- Mining and Metal Manufacturing
- Pharmaceuticals
- Retail
- Government
- Other

Number of U.S.-based employees

The number of U.S.-based active employees and employees on leave. It does not include retirees, surviving spouses, or spouses and dependent children. Note: If you are submitting data for a specific unit/division, please enter the number of employees for that unit/division only.

Average Employee Age

The average age in years of U.S.-based active employees and employees on leave. It does not include retirees, surviving spouses, or spouses and dependent children.

Percentage of Employees that are Female

The percentage of U.S.-based active employees and employees on leave that are female. It does not include retirees, surviving spouses, or spouses and dependent children.

Percentage of Employees that are Unionized

The percentage of U.S.-based active employees and employees on leave, that are covered under a collective bargaining agreement. It does not include retirees, surviving spouses, or spouses and dependent children.

Overall Absence

Is your FMLA program administered in-house or outsourced?

In-house Outsourced
 Other _____

FMLA: Eligible Employees

Average number of U.S.-based employees eligible for FMLA. Employees must work for the organization at least one year and work at least 1,250 hours within the past 12 months.

Non-Concurrent (Stand-Alone) FMLA Leaves

Approved FMLA leaves that do not run concurrently with either Short Term Disability or Workers Compensation claims. All leaves that occurred during the reporting period should be counted, even for FMLA leaves starting in a prior period. Leaves can be either continuous or intermittent in nature.

Total FMLA Leaves

All FMLA leaves, including continuous and intermittent leaves, concurrent and non-concurrent leaves, and denied or partially-denied STD or WC claims that were approved for FMLA.

Total (Non-Concurrent) FMLA Lost Workdays

The total number of lost work days for approved non-concurrent FMLA leaves. Include denied or partially-denied STD or WC claims that were approved for FMLA. All non-concurrent lost workdays that occurred during the reporting period should be counted, even for FMLA leaves starting in a prior period.

Incidental Absence: Eligible Employees

The average number of active employees eligible to take incidental days of absence. Include employees with access to a paid time off (PTO) pool.

Total Days of Incidental Absence

The number of sick days (paid or unpaid) or unplanned/unscheduled PTO days that were taken during the reporting period. For employers that utilize a PTO bank, provide any days that can be identified as unplanned or unscheduled days. Exclude days approved for another type of benefit (e.g. vacation, STD, WC, or FMLA).

Type of Leave Plan

Please indicate what percentage of your employees is covered by each type of leave plan. If a particular plan is not applicable, leave blank.

Traditional leave plan (separate vacation/sick leave)

PTO-bank plan

Permissive leave/ unlimited vacation

Other type _____

Non-Occupational Absence

Short-term Disability (STD) Elimination Period

Which type of elimination period best represents your company's most prevalent STD plan? (Elimination Period is the length of time an employee must be disabled before he/she receives STD wage replacement income. The period is typically expressed in number of days)

- 1st day of disability (no elimination period);
- 1st day if hospitalized and 8th calendar day for other
- 7 calendar days
- Other _____

STD Maximum Benefit Period

Which type of maximum benefit period best represents your company's most prevalent STD plan? (Maximum Benefit Period is the cap on the length of time a disabled employee is eligible to receive STD income.)

- 1 year
- 180 days
- 90 days
- Other _____

STD Wage Replacement Structure

Which type of wage replacement structure best represents your company's most prevalent STD plan? (Wage Replacement is the percentage of a disabled employee's regular wage that can be replaced with STD income.)

 %

STD Covered Employees

The average number of covered U.S.-based employees (not the eligible employees) in the STD plan. Include employees on leave. Count employees enrolled in base plan if buy-up is offered.

Total Number of New STD Claims

The total number of new, approved STD claims with dates of disability in the reporting period. Include *only* those claims that were opened in the reporting year, whether the claims concluded in the reporting year or not.

Total Number of STD Maternity Claims

The total number of approved STD claims that are maternity-related (normal and/or with complications) that opened within the reporting period regardless of when the claim is closed.

STD Lost Workdays

The total lost workdays attributable to active STD claims during the reporting period. If needed, estimate the number of lost workdays by multiplying the total number of elapsed (calendar days) absent by 5/7 and report the whole number (without decimal places). Exclude days while the employee is still absent, but the STD claim has ended, days paid under LTD benefits, or days reported as paid under WC claims (If the WC claim is closed, but the individual continues to receive STD benefits, the STD workdays incurred after the WC claim closes would be counted as STD lost workdays).

Total STD Benefits Paid

The STD payments made for active claims during the reporting period, even if the claim originated in an earlier year and/or continued into a following year. Administrative costs should not be included. If the plan is fully insured include the portion of the premium used to pay wage replacement for claims (estimated if necessary).

Long Term Disability (LTD) Program Self-Insured or Fully-Insured: Is your LTD program self-insured or fully insured?

- Self-insured
 Fully-insured

LTD Elimination Period

Which type of elimination period best represents your company's most prevalent LTD plan? (Elimination Period is the length of time an employee must be disabled before he/she receives LTD wage replacement income. The period is typically expressed in number of days)

- 90 days
 180 days
 52 weeks
 Other _____

LTD Maximum Benefit Period

Which type of maximum benefit period best represents your company's most prevalent LTD plan? (Maximum Benefit Period is the cap on the length of time a disabled employee is eligible to receive LTD income.)

- Age 65
 Fixed # of years
 Other _____

LTD Maximum Benefit Period for Mental/Nervous Disabilities

Which type of maximum benefit period for mental/nervous disabilities best represents your company's most prevalent LTD plan? (Maximum Benefit Period is the cap on the length of time a disabled employee is eligible to receive LTD income.)

- 1 year
 24 months
 Age 65
 Other _____

LTD Covered Employees

The average number of U.S.-based employees who were covered by or enrolled in LTD during the program year. Include any employee who has any type of LTD coverage (such as basic LTD coverage and buy-up LTD coverage).

New LTD Claims

The total number of new, approved LTD claims with dates of disability in the reporting period. Include only those claims that were opened in the reporting year, whether the claims concluded in the reporting year or not.

**Total Open LTD Claims**

The total number of LTD claims that were active for at least some part of the reporting period, regardless of the year the claim was opened. Include “zero balance” cases in which no LTD benefits were paid due to offsets from other income sources.

Total Open LTD Benefits Paid

The sum of all LTD payments made for active claims during the reporting period, even if the claim originated in an earlier year and/or continued into a following year. Report net paid wage replacement costs (i.e., subtract out offsets for Social Security Disability Insurance (SSDI), Workers’ Compensation or pension plans).

Occupational Absence (Worker's Compensation)

Worker's Compensation: Full-Time Equivalents

The total number of U.S.-based full-time equivalent (FTE) employees covered by Workers' Compensation, even if they do not work a standard 8-hour workday. The definition of FTE accounts for the variety of employee types within a company (e.g. part-time workers, those with over-time, terminated employees). To calculate the number of FTEs, divide the total number of hours worked by WC-covered employees by the number of hours in a standard work year or 2,080 hours.

New WC Claims

The total number of new, approved WC claims with dates of disability in the reporting period. Include only those claims that were opened in the reporting year, whether the claims concluded in the reporting year or not. Include medical-only and indemnity claims, but do not include incidence-only claims.

Temporary Total Disability (TTD) Lost Workdays

The number of days in Workers' Compensation claims for which temporary total disability (TTD) benefits were paid during the reporting period, regardless of date incurred or closed.

Total WC Active Claim Payments

Total of all active claim payments paid out during the reporting period (medical payments from medical-only claims PLUS indemnity-related payments from indemnity claims PLUS medical payments from indemnity claims). This includes all claims that were ever active, even for those opened in prior years and/or continuing into the future.

Health and EAP

Group Health: Covered Employees

The average number of active employees and employees on leave covered by a group health plan, not necessarily eligible employees. Do not include retirees, spouses and dependent children in the count.

Total Group Health Costs

Cost paid by the employer to cover active employees, including employees on leave, and enrolled in the group health plan during the reporting period. Include costs for spouses and dependent children. Include costs for behavioral health and employer contributions made to Health Savings Accounts (HSAs) and Healthcare Reimbursement Accounts (HRAs). Do not include dental or vision coverage costs or costs for retirees and surviving spouses and employee contributions made to HSAs. For Fully-Insured Plans, the Program Costs = Premiums paid by the employer during the reporting period. For Self-Insured Plans, the Program Costs = Claims paid + ASO/TPA fees paid during the reporting period.

EAP: Eligible Employees

The average number of active employees and employees on leave eligible for Employee Assistance Programs. It does not include retirees, surviving spouses, nor spouses and dependent children.

Active EAP Cases

The number of open or active EAP cases in the reporting period, even if those cases were opened in a previous time period or extend into a subsequent time period. Including employees only. Do not include retirees, spouses or dependents.

EAP Costs

Direct costs associated with providing an Employee Assistance Program.

General Information

Does your organization offer a Health Risk Appraisal (HRA)?

 Yes No

Health Risk Appraisal is defined as a company-sponsored or supported dissemination of a questionnaire in any form (e.g. interview, paper, electronic) that gathers in a systemic way an individual's perceived health status and health-related behavior.

What is the percentage of participation?

The number of completed appraisals divided by the total number of employees the Health Risk Appraisal was offered to. Example: 42,000 employees who were offered the Health Risk Appraisal and 30,000 Health Risk Appraisal completed, $30,000/42,000 = 71.4\%$.

Is an incentive offered to Employees to complete the HRA?

 Yes No

An incentive is any reward regardless of form; monetary benefit, premium discounts, time off, etc. associated with the completion of a health improvement activity, progression toward a goal or achieving a healthy outcome. This is inclusive of but not limited to the completion of a Health Risk Assessment or Biometric screening.

If offered, what is the average HRA incentive amount?

Is this incentive offered to Dependents?

 Yes No

Dependents are individuals associated with an employee. Includes spouses, domestic partners, and children

Does your organization offer an On-Site Clinic?

 Yes No

On-site clinics are facilities at the workplace for the delivery of health services including occupational health and safety, acute care, healthcare coaching, health screenings or vaccinations such as Flu or Travel Related vaccinations. These clinics are generally open to employees and/or occasionally dependents and retirees.

What percentage of employees has access?

Does the clinic offer Acute Care (e.g. sore throat, respiratory symptoms, inflamed toe)?

 Yes No

Does the Clinic offer Occupational Health?

 Yes No

Does your organization offer a Wellness Program?

 Yes No

Wellness programs are defined as an employer-sponsored program aimed at improving employees' health. Wellness programs attempt to reduce health risks and can include activities such as smoking cessation, weight loss support, health coaching, nutritious meals in cafeterias, on-line programs all designed to promote health and safety.

**Does your organization offer a Stay-at-Work Program?** Yes No

Stay-at-Work programs strive to keep employees with work disabilities on the job in some fashion. Such programs include light duty assignments and partial disability programs.

Does your organization offer a Return-to-Work Program? Yes No

Return-to-Work programs help employees return to their jobs in the quickest, safest way after an absence. These programs set expectations about what can and cannot be performed by the returning employee, as well as accommodations needed and any transitional duty work.