



Always Designing  
for People®

# Simplify your leave management process with ADP® Total Absence Management

Leave management is complex - and the stakes are high. Without the right support, even well intentioned practitioners can struggle to keep up with evolving leave laws and internal policies.

ADP Total Absence Management helps reduce compliance risk and administration burden. With centralized leave requests, expert guidance, and MyLife Advisors call center support, you can deliver a consistent leave experience that supports your people and protects your business.



## Fully outsourced solution that provides:

### Streamlined and automated compliance

Proven automation properly applies concurrent and intermittent leave policies in compliance with federal and state regulations—as well as your internal policies.

### Employee support

Employees can access step-by-step guidance via a mobile or web self-service portal, supported by specialists trained to assist across 240+ languages.

### Record keeping

All documentation, event notes, and communications are stored in ADP's secure cloud platform, creating a complete audit trail.

### Access to experts

Our specialists help interpret leave laws and offer guidance on even your most complex absence scenarios.

### Case Management

From leave request to return-to-work, ADP handles leave end-to-end—including documentation, classification, communication, and compliance checks.

### Integration

ADP's Total Absence Management solution integrates seamlessly across HCM ecosystems. Whether you're using ADP or non-ADP platforms, our solution connects with time and HR systems—delivering a secure, flexible experience tailored to your unique environment.

## Other features

### 1 Leave types supported

- Federal and State Leaves
  - Company Policies (sabbatical, volunteerism ,etc)
  - Parental Leave (Maternity & Paternity)
  - Bereavement
  - Short-term and Long-term Disability Coordination\*
  - Workers Compensation Coordination\*
- \*Availability Varies

### 2 Support Center from ADP MyLife Advisors

Real people, ready to help. The ADP MyLife Advisor team provides personalized assistance with a dedicated 1-800 number, access to a knowledge base, and multilingual support in 240+ languages. With service available Monday through Friday from 8 a.m. to 8 p.m. EST—and digital access 24/7/365—your employees get the guidance they need, when they need it most.



# 1.2M

Leaves of absence  
processed annually

# 1000+

Clients supported  
nationwide

**“Working with ADP and using Total Absence Management, we have been able to eliminate all of the manual spreadsheets that HR was using to track in all the correspondence with the employees on leave. We also have been able to rely on TAM to utilize all the compliance pieces and making sure that we are meeting all of the deadlines that we need to. The other thing that ADP does with TAM is that they stay current with laws and regulations. That took us a lot of time in tracking what we needed to do.”**

—Anne Porter,  
CFO, Goodwill of the Olympics and Rainier Region

## LEARN MORE TODAY!

ADP's Total Absence Management solution offers a simpler approach to leave management, supporting your employees during their time of need. To learn more, visit [adp.com/absence-management](https://adp.com/absence-management).



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