

Leaves of Absence Procedures

1. An employee needing to take a leave of absence for any reason must notify management, complete the Request for Leave form, and provide any doctor's certification stating dates of leave needed.
2. The Request for Leave form and all documentation must be submitted to Human Resources.
 - Once all forms have been submitted Human Resources will determine the type of leave available to the employee and will communicate this to all involved parties.
 - Leave designations must come from Human Resources and employees may be subject to termination if all required information is not provided.
 - If leave is not available, the employee may be subject to the pay-period rule.
3. Employees are required to present a doctor's release to return to work if the employee has been out for a personal injury, illness, or condition before returning to work. The doctor's release to work must be sent to Human Resources. **EMPLOYEES WILL NOT BE ALLOWED TO RETURN TO WORK WITHOUT A DOCTOR'S RELEASE.**
4. Upon returning from leave the employee must be returned to the same or comparable position with the same comparable work schedule at the same or geographically close work location.
5. Contact Human Resources in the Office at (970) 245-0898 x325 or kendi@colcal.net for any questions regarding leaves of absence.

Types of Leave

Family Medical Leave Act (FMLA)

1. To be eligible for FMLA an employee must have worked for the company for 12 months (not necessarily consecutive) and have worked a minimum of 1250 hours in the 12 months prior to taking leave.
2. FMLA may be used for serious personal injury or illness, birth of a child, adoption of a child, placement of a foster child, care for a child, spouse, or parent with a serious injury or illness. FMLA may also be used for an employee needing to care for a grandparent or sibling during a serious injury or illness if a doctor provides certification.
3. Leave time under FMLA is 84 days within a 12-month period and can be used intermittently.
4. Doctor's release to work required when an employee leave was due to personal injury, illness, or condition prior to the employees return to work.
5. To apply for FMLA an employee must submit a Leave Request form and doctor's certifications to Human Resources.

Americans With Disabilities Act (ADA)

1. To be eligible for ADA leave an employee must submit a doctor's certification indicating the employee is completely disabled and unable to work (regardless of temporary or permanent disability).
2. ADA leave may be used for employees who are completely disabled due to a personal injury or illness and are not eligible for FMLA or have exhausted all FMLA leave available.
3. Leave time under ADA is 60 days with leave provided in 30-day increments if accommodation is required past the initial 60 days. Doctor's certification is required to verify further accommodation prior to each 30-day increment needed.
4. Doctor's release to work will be required prior to an employee returning to work from ADA leave.

Bereavement Leave

1. Employees may take bereavement leave when experiencing the death of an immediate family member. Immediate family members are defined as: spouses, significant others, parents, siblings, grandparents, in-laws (parents and siblings), children (including legally adopted children), step-relatives, or individuals residing in the employee's household.
2. RGMs, AGMs, ARLs, Facility Captains, and Office staff may take up to three consecutive days of bereavement leave.
3. Team Members may take up to three days off and will be paid for the hours they were scheduled to work on those three days.
4. To be eligible for bereavement leave notify management and Human Resources.