



COLORADO
Department of Transportation

Office of Transportation
 Safety & Risk Management

DATE: June 9, 2015
 TO: SUPERVISOR, TIMEKEEPER, and FML LIAISON
 FROM: (SPECIALIST), Risk management
 SUBJECT: approval for injury leave

Employee and Claim Information:
 Employee: Ron Hurt
 PERN #: #####
 Claim #: XXXXXXXXX
 Date of Accident: 5/22/15

Approved Leave Dates and Hours:

| Time Period | TIME |
|---|-------------|
| 05/29/2015 Thru 06/05/2015 - Injury Leave | 1 1/7 Weeks |

Charge time to the applicable coding.

- Injury Leave 210P
- Injury Leave FML 212P

Payroll - FML Liaisons and/or Timekeepers must ensure that employees on Make Whole Unpaid Leave or LWOP have completed and approved timesheets to payroll by the 15th of the month in which there is Make Whole Unpaid Leave or LWOP. If Make Whole Unpaid Leave or LWOP occurs after the 15th, please complete the timesheet, have it approved immediately and notify payroll as soon as this process is complete.

Short Term Disability (STD) - An Employee, who suffers a personal injury/illness, has the right and responsibility to apply for Short Term Disability (STD). After gaining knowledge of employee's need to use leave, their office personnel - who are part of the STD Users Group - should send the employee the STD Information Letter and STD Application (if necessary). The employee is responsible for completing his/her sections of the STD application, forwarding the application to their attending physician, and advising attending physician to fax the completed application to UNUM Insurance.

The employee's average weekly wage (AWW) may exceed the statutory cap.

Below is the maximum wage and AWW. AWW is 2/3's of the weekly salary.

| EFFECTIVE DATE | WEEKLY WAGE MAX | AVERAGE WEEKLY WAGE MAX |
|-------------------------|-----------------|-------------------------|
| 07/01/2015 - 06/30/2016 | \$1371.41 | \$914.27 |
| 07/01/2014 - 06/30/2015 | \$1322.48 | \$881.65 |
| 07/01/2013 - 06/30/2014 | \$1313.13 | \$875.42 |

Family Medical Leave (FML) - The FML Liaison is responsible for verifying employee's eligibility and issuing the FMLA "Notice of Eligibility and Rights and Responsibilities" within 5 business days after knowledge of employee's need to take leave. Notification must include the FML Medical Certification form. Employee has the right and responsibility for assuring the medical certification is received by attending physician, and advising attending physician to return completed medical certification within the time frame stated on the FML notification.

When the employee returns back to full or modified duty or a critical event occurs the FML Liaison must notify the Risk Management Office on a Claim Status Update form. Once the employee returns back to work any additional lost time must be reported to the Risk Management Office on a Claim Status Update Form, admitted by Broadspire, and approved by Risk Management before further charges to injury leave will be allowed.

For questions regarding the time sheet coding, please contact Payroll 303.757.9300.

For questions regarding workers' compensation or injury leave, please contact Risk Management 303.757.9340.

cc: Supervisor, Timekeeper, FML Liaison, Payroll, Employee Relations and Legal, Employee

