



COLORADO

Department of Transportation

Office of Transportation
Safety & Risk Management

DATE: September 30, 2015
TO: SUPERVISOR, TIMEKEEPER, AND FML LIAISON
FROM: (SPECIALIST), RISK MANAGEMENT
SUBJECT: APPROVAL FOR MAKE WHOLE OR LEAVE WITHOUT PAY

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 09/25/2015 INJURY LEAVE	18 WKS
09/28/2015 THRU UNDET MAKE WHOLE	

Charge time to the applicable coding.

- Make Whole 201U
- Make Whole FML 202U
- FML LWOP 197U
- Leave Without Pay 220U

The listed employee has exhausted the 90 occurrences of Injury Leave and is no longer approved to charge time to Injury Leave. Make Whole is based on the salary reported to the Workers' Compensation Insurance carrier. Employee's authorized leave usage rate is listed below.

Make Whole Leave Usage [CHANGEABLE BASED ON THE INDIVIDUAL EMPLOYEE'S SALARY]

Weekly Leave: 13.30 } weekly Leave charged by employee to pay self
Daily Leave: 2.70 } daily Leave charged by employee to pay self
Hourly Leave: .30 } hourly Leave charged by employee to pay self
Make Whole LWOP (201U): 0.7 } hourly paid directly to employee by Broadspire
(typically 0.7 but could vary based on employee salary/tenure)

When an employee has exhausted all paid leave, the entire timesheet is coded to Leave Without Pay.

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