

~~~~~ Leave Management Time Table ~~~~~

| Leave Type                | Time period                                                                                                                                                                              |                                                                                                                                                                       |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FMLA</b>               | 520 hours (13 weeks, prorated for part time employees) based on an individual “rolling” twelve-month period measured backwards. Leave runs concurrently with all other types.            |                                                                                                                                                                       |
|                           | Eligibility must be confirmed within 5 business days of our knowledge of the reason for the leave.                                                                                       |                                                                                                                                                                       |
| <b>Military Care FMLA</b> | 1040 hours (26 weeks) – hours prorated for part time employees.                                                                                                                          |                                                                                                                                                                       |
|                           | Runs concurrently with the 520 FMLA if applicable & leave runs concurrently with all other types. Based on 12 month consecutive time and must be completed in 12 month period.           |                                                                                                                                                                       |
| <b>State Disability</b>   | 30-day waiting period                                                                                                                                                                    | State-LTD >>>>> to age 65                                                                                                                                             |
|                           | ----- 180 calendar days total -----                                                                                                                                                      | <i>If enrolled and paying premium.</i>                                                                                                                                |
| <b>PERA Disability</b>    | 60-day waiting period                                                                                                                                                                    | Up to 22 months maximum benefit                                                                                                                                       |
|                           | Disability Retirement                                                                                                                                                                    |                                                                                                                                                                       |
| <b>Workers' Comp</b>      | 1-24 hours / 1-3 days =                                                                                                                                                                  | Employee's own Sick Leave, Annual Leave, Comp Time, Alternate Holiday, or LWOP                                                                                        |
|                           | 25 <sup>th</sup> hour thru 80 <sup>th</sup> hr =                                                                                                                                         | Injury Leave – 90 occurrences, including the first 3 days – Only with Risk Mgmt Approval Letter- Time runs concurrent with all types of leave including FMLA          |
|                           | 81 <sup>st</sup> hour =                                                                                                                                                                  | First 24 hours is converted to Injury Leave; employee's leave is restored.                                                                                            |
|                           | After 90 occurrences =                                                                                                                                                                   | Make Whole applies – See Risk Mgmt Approval Letter for Make Whole coding & leave usage – Time runs concurrent with all types of leave including FMLA effective 5/1/10 |
|                           | Exhaustion of SL/AL =                                                                                                                                                                    | LWOP                                                                                                                                                                  |
| <b>ADA</b>                | Employee with disabilities who need an accommodation to perform the essential functions of the job. The detailed process is described to the employee by Regional or HQ ADA Coordinator. |                                                                                                                                                                       |

**Assumptions:**

- ✓ Employee has applied for and been approved for FMLA, State STD, PERA STD and Worker's Compensation.
- ✓ Permanent FT or PPT employee after 12 cumulative months on State payroll is eligible for FMLA leave; 12 months does not need to be consecutive or same agency. Temporary employee needs both the 12 months AND must have worked 1250 hours in the prior 12 months.
- ✓ FMLA runs concurrently (at the same time) with ALL other forms of leave (injury, make whole, compensatory, furlough, bereavement, annual, sick, etc.), Make Whole is included effective May 1, 2010.
- ✓ Employee worked for state for at least 5 years (vested with PERA) to be eligible for PERA disability.
- ✓ STD leave eligibility = employee must have 12 continuous months of classified state service (temporary service does not apply).
- ✓ STD benefit eligibility = is effective on the first day of the month following the date of hire (temporary service does not apply).
- ✓ Injury Leave is for 90 occurrences; an occurrence can be 1 hour or 8 hours.
- ✓ Upon employment the employee may be considered for ADA.
- ✓ Time can only be charged to Injury Leave or Make Whole based on CDOT Risk Management Approval letter.