



family medical leave POLICY CHANGES

POLICY CHANGE

The new Family and Medical Leave policy will be effective on **June 13, 2024**.

What is changing?

- Under the new policy, the timekeeping system will automatically use the employee's paid accrued sick leave until exhausted.
- Then, unless an employee is on approved Short Term Disability (STD), the employee's accrued paid leave will be used until exhausted in this order: administrative, holiday, compensatory, and finally vacation.
- For employees on approved STD, the amount of paid leave necessary for the employee to be made whole (approximately 40%) will be used until exhausted in this order: administrative, holiday, compensatory, and vacation.
- If all available paid leave has been exhausted prior to the end of FML, sick leave without pay (SLWOP) will be applied.

APPROVED FUTURE DATED VACATION LEAVE REQUESTS

To be in compliance with the policy changes mentioned above, upon approval of continuous FML, all approved future dated vacation leave requests in UKG will be canceled by a Leave Administrator.

Leave Administrators will monitor vacation leave requests for open continuous (not intermittent) FML cases. Supervisors should not approve any future dated vacation leave requests for an employee who is on approved continuous FML.

This does not mean that an employee can't take vacation or time off when they return from FML. It means that the employee may not have paid leave available for the time off after they return from FML. The employee may need to plan for unpaid time off, such as a personal leave without pay. Employees should discuss and get approval for their time off plans with their supervisor prior to making any travel arrangements.

Leave administrators will notify the employee and supervisor of any cancellations.

EMAIL COMMUNICATIONS

System generated email notifications and FML documents will now be coming from noreply@mykronos.com. This is a one way communication system so DO NOT reply.

- Be sure to carefully read ALL the information emailed and follow the instructions provided.
- If you have questions or need assistance, you must contact the Leave Administrator at HR_FMLA@larimer.org or (970) 498-5981.

You will continue to contact HR_FMLA@larimer.org for the following:

- FMLA initial requests.
- Return completed medical documentation and updated medical information forms.
- All questions and general correspondence.

If you have any questions regarding Family and Medical Leave or require assistance, please contact the Leave Administration team at HR_FMLA@larimer.org or (970) 498-5981, or contact your department specific HR Generalist.