

## MEDICAL LEAVE GUIDE

***Do you need to take medical leave?  
Here are items to think about.***

### **Family Medical Leave Act (FMLA)**

The FMLA provides eligible employees with up to 12 weeks of unpaid job-protected leave for qualifying family and medical reasons. Health insurance and other benefits remain intact while on approved FML and you are guaranteed reinstatement to the same or equivalent job position upon the conclusion of leave.



### **FMLA Process**

Employee notifies payroll rep, supervisor, or Human Resources for Family and Medical Leave 30 days prior to leave, or as soon as possible if the need is unforeseen. Human Resources determines eligibility. If you are eligible, HR will provide you with a blank medical certification form to be completed by your healthcare provider. You will have 15 days to return this completed medical certification to HR. HR will review the information on the medical certification and provide a Designation Notice to you within five (5) business days informing you if your leave request is approved or not approved.

If you are **not** eligible for FMLA, you will need to make alternate leave arrangements with your supervisor (e.g. Sick leave without pay, Personal leave without pay).

### **Use of Paid Leave Accruals**

- The timekeeping system will automatically use your paid accrued sick leave until exhausted.
- Then, unless you are on approved Short-Term Disability (STD), your 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.

### **Sick Leave Without Pay or Medical Leave of Absence**

If you are on Sick Leave Without Pay for more than half of a pay period, there are no leave accruals; however, the County will continue to pay the employer share of the premiums. For absences related to medical or illness situations of more than one week a [Medical Leave of Absence](#) form should be completed to be considered by the Decision Maker for your department. Please provide supporting medical information to HR as soon as possible.

### **Personal Leave Without Pay**

If you are on Personal Leave Without Pay for more than half of a pay period, there are no leave accruals, and the employee is responsible for paying both the employee and employer share of premiums.

### **Benefit deductions**

Make sure your benefits payments will continue to be paid during the time you are unable to work. Contact HR Benefits to make arrangements if you will be on leave without pay at any time during your leave. The Benefits Policy requires you to use sufficient paid leave accruals to cover your benefits while you are on leave, if available. When all paid leave accruals have been exhausted, you will receive a monthly statement from HR that lists the benefit premiums you will need to pay.

### **Short Term Disability for an Employee's Serious Health Condition**

Contact The Standard's Claim Intake Service Center at (800) 378-2395

If the medical leave is anticipated, call prior to beginning the leave to start the short-term disability (STD) claim process. If it is an unplanned medical situation, call as soon as you can.

There is a waiting period of 2 weeks or the exhaustion of your sick leave, whichever is the greatest, before STD income replacement begins. The maximum STD period is 90 days, including the waiting period; however, your approved STD benefit period may be less than this depending on the medical condition. Contact The Standard for more information.

### **Long Term Disability**

Contact The Standard's Claim Intake Service Center at (800) 378-2395

Long term disability has a waiting period of 90 days. If you are unable to return to work and you have been on STD, The Standard will automatically file the claim through the long-term disability (LTD) process. If you have had enough paid accruals to use while on leave and have not applied or qualified for STD, call The Standard as soon as you can prior to the expiration of the 90-day waiting period.

### **Medical insurance (Meritain Health)**

If you have questions about any medical claims, contact Meritain Health

- For the fastest service, dial the toll-free number on the back of your ID Card or call 1.888.324.5789

### **Questions:**

Contact the Leave Specialist, at 498-5981 or [HR\\_FMLA@larimer.org](mailto:HR_FMLA@larimer.org)