

Process for Leaves:

- An employee needing leave for any reason must complete the “Request for Leave” form and provide any doctors’ certification stating dates of leave needed
- That form and documentation are to be sent to the office where the type of leave available will be determined and communicated to involved parties.
 - Leave designations must come from the Office and persons can be subject to termination if all required information is not provided
- Upon the employees return from leave they must present a doctor’s release if they have been out for a personal injury/illness/condition.
 - They are not to return to work without a release
- After leave the employee must be returned to the same or comparable position with the same or comparable work schedule at the same or geographically close work location.

Types of Leave Available:

- FMLA (Family Medical Leave Act-Colorado & California)
 - Must have worked 1250 hours in the 12 months prior to the date of leave to begin.
 - Leave can be used for serious personal injury/illness, birth of a child, adoption of a child, care for a child or spouse with a serious injury/illness.
 - If a doctor provides certification of an employee needing to care for a parent/grandparent/sibling during a serious injury/illness
 - Leave time available under FMLA is 84 days in a 12 month period
 - Can be used intermittingly
- PDL (Pregnancy Disability Leave-California Only)
 - Has to be employed only one (1) day to be eligible for leave
 - Leave is for females who are pregnant and giving birth to a child.
 - Leave can start before the birth of the child if a doctor deems the employee needs to be off work.
 - Leave time is 122 days per pregnancy
 - Can be used intermittingly
- CFRA (California Family Rights Act-California Only)
 - Must have worked 1250 hours in the 12 months prior to the date of leave to begin.
 - Leave is for Male and Female employees for baby bonding time after the birth or adoption of a child
 - Leave time available under CFRA is 84 days and they do not need to be taken consecutively.
 - Can use any of the 84 days available anytime within 12 months of the birth or adoption of a child.
 - Employee needs to complete the leave request at least 2 weeks prior to the dates they wish to take for baby bonding every time they wish to use the leave in the 12 month period.