

How do I apply for FMLA?

1. Send an email to the Department of Safety's FMLA & ADA Leave Team at safetyhrleave@denvergov.org.
2. The Department of Safety's FMLA & ADA Leave Team will contact you to determine eligibility and obtain detailed information about your reason for leave.
3. The Department of Safety's FMLA & ADA Leave Team will provide you with paperwork to be completed by an approved health care provider (bonding and military leave do not require provider completed paperwork).
4. You will have 21 calendar days to complete the paperwork. The sooner the paperwork is submitted, the sooner a review/determination can be made.

Is the medical information I provide confidential?

Yes, all information you send to the Department of Safety's FMLA & ADA Leave Team is confidential and will not be shared.

To ensure confidentiality do not share your medical information with your supervisor, payroll, HR Business Partner or co-workers.

How do I apply for short term disability?

Short term disability, if applicable to your department, may be used for your own eligible illness or off-the-job injury. The Department of Safety's FMLA & ADA Leave Team will review the short term disability process with you when your FMLA is initiated.

Workday and FMLA

Ensure your personal contact information and your supervisor is up to date in Workday before you begin the leave process. The Department of Safety's FMLA & ADA Leave Team will use this information to process your request.

DERP/FPPA and FMLA

Unpaid absences may affect your Retirement Plan contribution. Contact DERP or Fire and Police Pension Association (FPPA) directly with any questions.

FMLA provides job protection. Even if you have sick, vacation, or PTO the city has a legal obligation to provide FMLA information and/or designate FMLA in some cases.

Contact Information

Department of Safety's FMLA & ADA Leave Team:

Email: safetyhrleave@denvergov.org

Phone: 720.913.6764

Fax: 720.913.7017

DERP: 303-839-5419 **web:** mbrsvs@derp.org

FPPA: 303-770-3772 **web:** www.fppaco.org

Payroll: 720.913.5186

or payrolldivision@denvergov.org

Benefits: 720.913.5697

or benefits@denvergov.org

Benefits for Fire and Police Sworn: 720.913.6741

or safetybenefits@denvergov.org

Short-Term Disability: The Standard Insurance Company 800.368.2859

Workday: www.myworkday.com/denver



Family & Medical LEAVE OF ABSENCE

INFORMATION FOR EMPLOYEES



Family Medical Leave Act (FMLA)

What is FMLA?

The Family Medical Leave Act (FMLA) is a federal law that entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

What are some qualifying reasons for FMLA?

- Your own serious health condition
- A family member's serious health condition
- Bonding for the birth of a child, adoption or placement of a foster child
- Care of a military family member due to injury or deployment

Who is eligible for FMLA?

An employee is eligible for FMLA when they have worked for the City and County of Denver for a total of 12 months and have worked 1,250 hours in the 12 months prior to the leave request.

What is the FMLA entitlement?

FMLA allows 12 weeks of unpaid leave in a 12 month period. FMLA leave can be taken intermittently or as a continuous block of time.



How do I supplement my pay while on FMLA?

You may use your accrued leave time (PTO, sick, vacation, comp time, personal holiday, etc.) or leave without pay.

What if I do not have enough paid leave to cover my FMLA?

If you have an approved FMLA leave of absence you may complete a donated leave request form, if applicable to your department, to possibly receive donated leave. The Payroll Division can apply donated leave retroactively up to 15 calendar days from the date the donation is received.

What is intermittent FMLA?

Intermittent FMLA are absences that occur at irregular intervals, are periodic, occasional and/or infrequent such as office visits and flare-ups.

All intermittent FMLA absences must be reported to the Department of Safety's FMLA & ADA Leave Team within three calendar days of the absence.

What is continuous FMLA?

Continuous FMLA is an absence occurring without an interruption, it is ongoing. If you are expecting a continuous FMLA; contact the Department of Safety's FMLA & ADA Leave Team to set up a leave calendar. Before you can return to work from a continuous FMLA leave of absence for your own serious health condition, you must submit a return to work release form completed by your health care provider to the Department of Safety's FMLA & ADA Leave Team.

When should I notify my supervisor if I expect to be out on FMLA?

When foreseeable, you must provide at least 30 days notice of your leave dates for medical emergencies, extenuating circumstances, etc., notice must be given as soon as possible.

What medical information do I have to share with my supervisor?

Your medical information is private and should not be shared.

When do I report FMLA time?

All exempt and non-exempt employees must report FMLA absences related to your own or a family member's serious health condition to the Department of Safety's FMLA & ADA Leave Team even when making up the missed time, using PTO, vacation, sick, and/or any other paid leave.

All employees must report FMLA absences to their supervisor according to their department/agency's attendance procedures.

When should I notify the Department of Safety's FMLA & ADA Leave Team of a pregnancy?

You should contact the Department of Safety's FMLA & ADA Leave Team at least 30 days prior to the estimated delivery date. All absences due to pregnancy require reporting FMLA, including but not limited to absences due to morning sickness, prenatal care, complications, etc.

What if I do not meet the qualifications for FMLA?

The Department of Safety's FMLA & ADA Leave Team will guide you through next steps and possibilities.

