

**Extended Sick Leave Eligibility**

When an employee's sick leave usage, due to the continuation of a serious health condition defined under Family Medical Leave (FML), exceeds 30 work days per fiscal year (July 1 – June 30), the cost of the excess sick leave (beginning with day 31) may be charged to the fringe pool. FML notice and designation requirements must be met to be eligible.

**Extended Sick Leave Process**

The Extended Sick Leave request form is submitted to Human Resources with copies of FML (Notice of Eligibility and Rights and Responsibilities, Medical Certification and Designation Notice) by the employee's department. Application must be submitted within 30 days of the use of leave, but no later than the end of the fiscal year.

**Extended Sick Leave Approval**

Human Resources will determine final eligibility under the terms of the Extended Sick Leave Policy and if deemed eligible, the fringe pool transfer will be initiated. Should you have any questions regarding this policy, please contact Human Resources at (970) 491-MyHR (6947).

Employee Information	
Name:	Employee ID:
Department:	
<b>Must be due to the continuation of an <u>employee's</u> serious health condition defined under FML. All leave is denoted as workdays.</b>	
1 <sup>st</sup> Day of Leave:	30 <sup>th</sup> Day of Leave:
Designated for FML ( <i>Attach copies of FML Forms with first submission</i> ): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Leave Balances (as of 31 <sup>st</sup> day)	
Sick Leave:	Annual Leave:
Date Leave will be Exhausted:	Anticipated Return to Work Date:
<input type="checkbox"/> TimeClock Plus reports for hours requested for reimbursement are attached. Any hours not used for the employee's serious health condition have been communicated and are not eligible for reimbursement.	
Reimbursement	
Month:	Total Hours Request for the Month:

Department Authorization	
Name:	Title:
Phone #:	
I certify that the employee has been noticed of their FML eligibility and designation has occurred. I request that all sick and annual leave exceeding 30 days be charged to the fringe pool and I understand that the 30 day period must be met each fiscal year. I further understand that the form must be submitted within 30 days of the use of leave, but no later than the end of the fiscal year. Human Resources will determine final eligibility under the terms of the Extended Sick Leave policy.	
Department Signature:	Date:

