

<b>TITLE</b> Leave of Absence (LOA) Pay	<b>APPROVAL DATE:</b> December 21, 2024
<b>POLICY CUSTODIAN</b> Human Resources	<b>DATES REVISED:</b>

**PURPOSE:** To assist County employees who have exhausted their available accrued leave time, including sick leave, vacation and compensatory time during the course of an FMLA or Non-FMLA eligible event.

**DEPARTMENT(S)**

**AFFECTED:** All, excluding elected officials

**POLICY:**

Regular full-time, regular part-time (.50 FTE or greater) and Limited Benefit employees are eligible to participate in the Leave of Absence Pay (LOA Pay) program effective on the date of their regular employment.

This program has been established to provide for continuation of pay for employees on an approved leave of absence who have exhausted their available accrued sick leave, vacation and compensatory time. LOA Pay may be granted for an employee who is on an approved FMLA or Non-FMLA leave of absence.

The Human Resources Department assumes the full responsibility for control of this program and all decisions made by Human Resources are final.

Changes to the program are effective immediately, except for employees currently utilizing the program at the time of the change.

Misuse of LOA Pay may result in denial of LOA Pay use and/or repayment of hours previously paid.

**PROCEDURES:**

The following conditions govern the approval of LOA Pay:

1. An employee must be on an approved FMLA or Non-FMLA leave of absence with the County. This includes providing all required paperwork.
2. LOA Pay will not be granted until an employee has used all of their accrued sick leave, vacation and compensatory time.

3. Work related injuries are paid under the Workers' Compensation & Leave Policy and, therefore, excluded from LOA Pay.
4. Employees enrolled in Colorado FAMLII are paid under the State FAMLII program and, therefore, excluded from LOA Pay.
5. Eligible employees who have exhausted their accruals would receive 80% of their monthly salary through the end of the approved leave.
6. Employees are not eligible for holiday pay and do not accrue sick leave or vacation during periods of LOA Pay.
7. Coverage ends at the earliest of the following:
  - a. The FMLA or Non-FMLA leave of absence ends
  - b. Employment with the County terminates
  - c. A medical professional states the employee is able to return to work, when related to the employee's own medical condition
  - d. The LOA Pay program is terminated

Related policies may be located on the '[Administrative Policies](#)' page on the Douglas County website.