



Leave of Absence FAQ

What is a leave of absence?

Employees may be eligible for a leave of absence if they have a qualifying condition for themselves or a family member. Please contact the leave of absence to inquire about your specific situation.

What types of leave are available?

The LOA office will help determine which leave will be best for your specific situation. There is FMLA (Family Medical Leave Act), ADA (American's with Disabilities Act), Short Term Disability (STD), Educational, Personal, Military, Domestic Violence, and Care for Newborn.

How is my job protected while on an approved leave of absence?

Some leave types protect your job while others may offer employment protection. Please contact the LOA Center for specifics.

How long can I be on FMLA?

If your leave is supported by your treating provider and has been approved by the LOA Center, you can be eligible for up to 12 weeks of FMLA every rolling calendar year. Please contact the LOA Center for specifics.

How can I take my leave of absence?

Leaves can be continuous, intermittent or reduced schedule – depending on the reason for leave and your eligibility. Please contact the LOA Center to determine what you are eligible for.

How will I be paid while on an approved leave of absence?

*You may be eligible for Short Term Disability. Benefited employees receive the standard 60% wage replacement on the first of the month following 6 months of employment. During open enrollment the employee has the opportunity to increase their disability rate from 60% to 70%. The Short Term Disability benefit can be used for up to 26 weeks every 36 month **if approved by the LOA Center.***

Does Short Term Disability protect my job?

No, Short Term Disability does not offer job protection.

How do I initiate a Leave of Absence?

You may call, email, or come to the LOA Center located at 601 Broadway 5th floor. Check in at MyHR.

Do I have to tell my manager I'm taking a Leave of Absence?

Yes, you do have to tell your manager that you are working with the LOA Center, you do not have to provide medical specifics of why you are working with the LOA Center.

What documentation is required for my Leave of Absence?

*For medical leaves of absence please print and complete the **Leave of Absence Request Form** and the **Short Term Disability Application**. All medical leaves of absence must be supported by the completion of the **Certification of Healthcare Provider (CHCP)**, which is to be completed by your treating provider. You may email your completed forms to LOAFMLProcess@dhha.org or fax them to 303-602-4944.*

When is my paperwork due?

You have 15 days from the date of request to return the forms to the LOA Center.



What if I don't get my paperwork back to the LOA Center by the deadline?

Please contact the LOA Center if you are not going to be able to return your paperwork by the deadline.

If you do not contact the LOA Center you run the risk of your request being denied.

Further Questions?

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