

Leave of Absence:

Resource Guide for Filing for a Leave



There are many reasons to need to take time away from work; from having a serious health condition, surgery, caring for a qualified family member, giving birth, or bonding with your newborn or adopted child.

The process and multiple leave options can be confusing. This packet is intended to help give you the basics and guide through the steps. There are different programs available depending on what state you reside in.

For Colorado Employees, you will file for:

- **FMLA** and **Short-Term Disability** (if applicable) with Voya Leave Management **AND**
- **CO FAMLI** with the State of Colorado.

Non-Colorado Employees will file for:

- **FMLA** and **Short-Term Disability** (if applicable) with Voya Leave Management.
- Voya will provide options for other statutory leave/disability programs.

Requesting a Leave of Absence:

- Requests should be provided a minimum of 30 days in advance of intent to take a leave of absence.
- If unforeseen circumstances prevent you from providing 30 days' notice, please inform your manager as soon as possible. Programs like CO FAMLI require a claim to be opened within 30 days after the first date of absence.
- Leaves can be taken Continuously, on a Reduced Schedule, or Intermittently.



**Continuous
LEAVE**



**Reduced
WORK SCHEDULE**



**Intermittent
LEAVE**



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Reasons to Request a Leave:

Though there are some differences in eligibility between the Federal FMLA and statutory leaves, like CO FAMLI; in-general, these are the typical reasons for individuals to request a leave of absence.

- Birth or Adoption of a Child, Parental Bonding (applies to mother and father).
- One's own Serious Health Condition; including surgery, treatment, recovery, illness (physical or mental), etc...
- To Care for a Family member with a serious health condition.

Please note, this does not include all reasons. If you believe you may need to take time away for any extended period, it is important to consider the Leave options that could be available.

Why You Should Request a Leave:

- **Job Protection:** Ensures your job/position is held for you.
- **Benefit Protection:** Allows you options to maintain health insurance (if applicable) while on leave, without risk of losing coverage. Also helps maintain Full Time status eligibility.
- **Compensation:** Some programs can provide partial compensation to help maintain earnings while unable to work.
- **Peace of Mind:** Allows you to focus on personal, medical, or family needs without job-related stress.

How to File a Claim for Leave: FMLA/STD, CO FAMLI, other Leaves

FMLA and Short-Term Disability – Voya Leave Management

- **Online:** mybenefitshub.voya.com
- **By Phone:** 888-973-3652 (available in Spanish)

Information to Provide

- Full Name
- Date of birth
- Group Name: **East West or East West Partners, LLC**
- Group Number: 744603
- Sign the required authorization to release your health information from your healthcare provider.



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What's Next

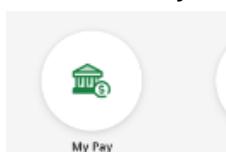
- Voya case specialist will contact you by phone within 2 business days.
 - This may come from an 800 or 888 phone number.
- Voya mails a leave packet with FAQs, eligibility information, return to work expectations and more.
- FMLA Certification Form needs to be returned to Voya within 15 days.
- Notifications: Voya will notify HR of the initial request as well as decision of approval or denial when the leave starts.
 - *Your Private Health Information is secure. No medical information gathered or provided to Voya in this process is shared with anyone on the East West team.*

Colorado Family and Medical Leave Insurance Program (CO FAMLI) – Employees who reside in Colorado file for this leave through the My FAMLI+ portal:

- **Online:** famli.colorado.gov
- **Timing:** You can start a leave 30 days prior to the planned leave date and no later than 30 days after the beginning of an absence.
- **Eligibility:** You must live and work in the state of Colorado. Remote workers or individuals operating outside of Colorado are not eligible.
 - *Voya will provide information about other potential state leaves, also see FAQs below.*
- **Administration:** This program is fully administered by the state. Please contact 866-263-2654 to speak with a CO FAMLI customer care representative for additional assistance.

Information to Provide

- **Personal Information:** Full Name, Mailing Address, Social Security Number.
- **Employer Information:** Employer Federal Employer Identification Number (FEIN) and other items can be found when you log into UKG under the My Self Service tab: My Pay > W2



My Pay

Direct Deposit

Pay History

My Withholding

My Tax Information

W2

1099





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- Physician/Provider's contact information.
- Reason for leave, including anticipated start and end dates.
- Further details and instruction can be found at the CO FAMLI website: [My FAMLI+ User Guide for Claimants | Family and Medical Leave Insurance](#)

Comparison Chart

	FMLA	CO FAMLI	STD
Coverage	Up to 12 weeks of job and benefit protected leave over a 12-month rolling period.	Up to 12 weeks of paid leave over a 12-month rolling period.	Partial payment when unable to work, offers no job- protections. Payments up to 13 weeks including 2 week waiting period.
Eligibility	12 months continuous active employment and 1,250 hours worked.	Most individuals of Colorado who have earned \$2,500 in total wages over last 5 completed calendar quarters. Job protections for individuals after 180 days continuous with employer.	Employees who are in a Full-Time Year-Round status, on the 1 st of the month following 1 continuous year of employment with East West.
Reasons	Include personal or family health conditions, birth or adoption of a child, and certain military-related needs.	Include personal or family health conditions, birth or adoption of a child, certain military-related needs, and needs/impact of domestic violence and/or sexual assault.	Personal health conditions preventing employee from being able to work.
Payment	N/A	Received from State of Colorado on a sliding scale capped at \$1,324.21/week. Can choose to use Sick/PTO/UTO to supplement up to 100% of regular weekly earnings.	Processed through regular payroll with East West. Up to 66.7% of regular weekly earnings capped at \$2,077/week. *Amount is offset by expected CO FAMLI, see below for more details.



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Maternity/Paternity *Employees with East West Partners should talk to HR for Parental Leave program.	Up to 12 weeks, normal FMLA.	12 weeks of normal leave. Additional 4 weeks available for mother if there are certain complications. Starting 1/1/2026, additional 12 weeks for mother/father while newborn(s) is in NICU.	Maternal only. 2 week waiting period waived. Up to 6 weeks of payment for natural births and 8 weeks for Cesarian Section. Full 13 weeks available under certain medical circumstances determined by Voya.
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How it all Works Together

- CO FAMLI became active on 1/1/2024 with the design of running concurrently with Federal leave programs as well as company leave and disability programs.
 - FMLA should be applied for at the same time as CO FAMLI. The two programs are very similar, but there are still some situations where an individual may be eligible for CO FAMLI, but not FMLA.
 - STD calculations are based on the assumed amount eligible through CO FAMLI and will range in payments between \$0 - \$2077 in that the combined total of STD and CO FAMLI does not exceed 66.7% of regular weekly earnings. See examples below.

	Employee A	Employee B	Employee C
Hourly Rate	\$20.00	\$35.00	\$50.00
Weekly earnings based on 40-hour work week	\$800.00	\$1,400.00	\$2,000.00
CO FAMLI Estimated Weekly Earnings	\$694.27	\$994.27	\$1,294.27
66.7% weekly eligible STD earnings	\$533.60	\$933.80	\$1,334.00



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STD Supplemental earnings per week	\$0 as CO FAMLI earnings are greater than 66.7%	\$0 as CO FAMLI earnings are greater than 66.7%	\$39.73 per week
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Is there still a benefit to applying for STD?

Yes!

- If CO FAMLI is denied and documentation provided to Voya, then you would be eligible for the full amount of STD.
- If you are eligible to LTD, Voya will seamlessly transition the STD claim into LTD.
- CO FAMLI will pay for up to 12 weeks (typically), you could still be eligible for the additional week of STD.
- STD is applied for at the same time as FMLA through Voya.
- CO FAMLI allows for 1 claim for a rolling 12-month period, STD can be applied for through multiple incidents in a 12-month period. Meaning if CO FAMLI has been exhausted and a new incident came up, you could still be eligible for STD payments for that new incident.

Can I use Sick or PTO/UTO while on leave?

Yes! Unless receiving STD...

- While on an approved Leave of Absence, you are NOT required to use any of your accruals. However, you do have some options to use them if you would like to, in order to maximize earnings or cover benefit premiums to avoid owing upon return.
- STD cannot be supplemented. Meaning, if you are receiving any STD; whether in addition to CO FAMLI or on its own, you cannot use any arrearages.
- CO FAMLI allows you to “make whole” your weekly earnings in addition to CO FAMLI. You can use accruals to make up the difference in income. For example:



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CO FAMLI Estimated Weekly Earnings	\$694.27	\$994.27	\$1,294.27
Difference/Missed Income	\$105.73	\$405.73	\$705.73
Sick/PTO/UTO hours that can be requested	5.25/week	11.5/week	14/week

If I am waiting for a decision to be made from CO FAMLI or Voya, can I use Sick/PTO time?

Yes! However, it may work differently between the 2 programs.

- If approved retroactively for **CO FAMLI**, you will **not** be required to return any paid accruals that would have exceeded your average weekly wage. Upon approval, you can only use enough Sick/PTO to “top off” the CO FAMLI earnings.
- If approved retroactively for **STD** payments, you will either have to return the paid accruals or waive the STD payments for that time in which PTO/Sick were entered.

Other FAQs

What other States have Mandated Disability and PFML Programs?

- Voya will provide in the leave packet a list of state disability and leave programs along with information on where to apply. Some states include California, New York, New Jersey, Washington, Hawaii, Oregon, Minnesota, and Connecticut.
 - States are increasingly being added to this list, always good to confirm with Voya when inquiring about a leave.



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I am taking a leave because I am having a baby, how do I make sure my newborn is covered on my medical benefits?

- You have 30 days from the date of event to complete a change in your benefit elections. You can do this in UKG by selecting “Start a New Life Change Event”, entering the date of your child’s birth, and then choosing the Birth/Adoption reason. You can submit without supporting documentation; like a birth certificate and Social Security Number; but it is very important that that information is provided as soon as possible to the Benefits team at Benefits@eatwest.com.
- It is also recommended that whenever someone experiences a big event, like a newborn, that you also update beneficiaries for any Life Insurance policies and/or retirement accounts

I am ready to come back earlier, what do I do?

- You will want to notify Voya and CO FAMLI of any changes to dates or earnings while on leave.
- If returning from your own personal health condition, you will need to have a note from your provider clearing you to return without restrictions. Your HR department is there to assist you with this process and should be sent the clearance before returning.

I'm not ready to come back, my CO FAMLI has been all used up and so has my FMLA, but my doctor says I'm not capable of returning. What do I do?

- Contact Voya to provide the medical information. They will review that and coordinate with your HR department for any kind of ADA accommodation for limited duty or continued full leave.

I have a loan out on my 401(k), how do I keep that from defaulting?

- You will want to notify Fidelity at 800-835-5095 to discuss options of either making payments outside of regular payroll or put a temporary pause on your repayments. Please note, the original loan payoff date will remain the same and loan payments will be re-amortized upon return.

I know I am not eligible for FMLA, seniority and hours aren't enough; do I still need to apply with Voya?

- Yes! When Voya determines you are ineligible for FMLA, they will automatically run other potential leaves; East West Personal Leave, ADA Accommodation, etc...They will still require proper medical documentation for these other leave options.



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What does East West offer for fathers-to-be, paternity leave?

- Paternity processes as parental bonding. Individuals would apply for FMLA through Voya as well as any state leave programs, like CO FAMLI if a resident of Colorado. Sick Time, PTO, and UTO (up to 120 hours) can be used to supplement any state income, but it is not required to be used during the leave.

