

Koch Leave of Absences Guidelines & Process

If employee needs time away from work due to illness, personal emergency or other personal matter, Koch may grant a leave of absences.

Possible Reasons for Leave:

- Medical - Own Serious Health Condition or Pregnancy.
- FMLA – Care for Family Member (parent, spouse, or child), baby bonding, and exigency.
- Work Compensation
- Military
- Personal

Koch will take several factors into consideration when possibly approving a leave including:

- Eligibility
- Type of leave requested
- Reason for request
- The effect the leave will have on work requirements and staffing in your department.

Eligibility Requirements & Max Duration:

FMLA Job Protection:

- Eligibility – 1 year of service and 1250 hours worked.
- Max duration 12 weeks.

Voluntary Short-term Disability (STD)

- Eligibility: 1st of month after 30 days.
- Max duration: 26 weeks

****Medical leave of absences max duration is 90 days.

Please use the below checklist to navigate the Leave of Absence process:

☐ **Notify your manager**

Inform your manager as soon as you determine you need to request a leave of absence due to your own health condition or to care for a family member with a health condition.

☐ **Contact Koch's Leave Specialist to submit your Leave**

Sarah Rootes 763-302-5471; fax 763-302-5808 or HRdept@kochcompanies.com

- **If applicable, please contact Lincoln Financial to create your disability claim.**

Lincoln Financial Short-Term Disability
[My Lincoln Portal® | Lincoln Financial Group](#)
MyLincolnPortal.com
Registration Code: LF1261STA
800-858-0936
Available: Monday – Friday 8:00 am – 8 pm

☐ **Documentation**

Lincoln Financial and Koch's Leave Specialist will send required documentation that needs to be completed by your Healthcare Provider. Please complete in a timely manner as delays can result in delay of Leave approval and wages.

☐ **Stay in contact with your Manager and Koch Leave Specialist**

It is your responsibility to stay in contact and provide updates throughout your time off, whether it is an update after office visit with provider, extending your leave or return to work confirmation.

☐ **Return to work - medical documentation is required prior.**

A completed form with your physician's signature needs to be sent over to Koch's Leave Specialist.

Reminders:

- **Supplemental Pay**

- PTO: It is Koch's policy to use PTO will be used for all unpaid Leaves.
 - HR will submit upon imitating your Leave.
 - Floating Holidays are not eligible to be used while on Leave.
 - PTO accruals will be suspended for the duration of your Leave.
- Short-Term Disability has a 2-week waiting period before wages will begin, PTO time will be entered during waiting period.
 - STD wages are paid weekly to you from Lincoln Financial.

- **Benefit Premiums**

- Once PTO has exhausted, you will be responsible for paying for your weekly benefit premiums by check or money order.
- Benefits are eligible for 90 days.
- Koch's Leave Specialist will coordinate this with you.