

RIDGELINE GEAR CO.

Employee Leave of Absence Policy

Ridgeline Gear Co. Human Resources — Fort Collins, Colorado

Policy Handbook §4 | Effective Date: January 1, 2026 | Replaces all prior versions

This policy outlines the types of leave available to Ridgeline Gear Co. employees, eligibility requirements, and procedures for requesting leave. All leave is administered by the Leave Coordinator under the supervision of the Benefits Manager. Employees with questions should contact the Leave Coordinator at leaves@ridgelinegear.com.

§4.1 Federal Family and Medical Leave Act (FMLA)

Eligibility

To be eligible for FMLA leave at Ridgeline, an employee must:

- Have worked for Ridgeline for at least **12 months** (not necessarily consecutive).
- Have worked at least **1,250 hours** in the 12 months immediately preceding the leave.
- Work at a Ridgeline worksite where **50 or more employees** are employed within 75 miles (Ridgeline's Fort Collins campus meets this requirement).

Entitlement

- Up to **12 weeks** of unpaid, job-protected leave per rolling 12-month period for qualifying reasons.
- Up to **26 weeks** in a single 12-month period to care for a covered servicemember with a serious injury or illness.

Qualifying Reasons

- The employee's own serious health condition rendering them unable to perform essential job functions.
- Care for a spouse, child, or parent with a serious health condition.
- Bonding with a new child within 12 months of birth, adoption, or foster placement.
- Qualifying military exigency arising from a family member's covered military service.
- Care for a covered servicemember (military caregiver leave — up to 26 weeks).

Leave Designation

Ridgeline will designate FMLA leave whenever an absence qualifies under FMLA, regardless of whether the employee specifically requests FMLA. Employees may not decline FMLA designation for an absence that qualifies. The Leave Coordinator will issue a Notice of Eligibility (WH-381) within 5 business days of receiving a leave request.

Pay During FMLA

FMLA leave is **unpaid** at Ridgeline unless the employee elects (or Ridgeline requires) substitution of accrued paid leave. Employees may elect to substitute accrued PTO for unpaid FMLA. Sick leave substitution follows the HFWA rules in §4.5. Pay questions during FMLA should be directed to the Payroll Lead.

§4.2 Colorado Family and Medical Leave Insurance (FAMLI)

Colorado's FAMLI program provides **paid leave benefits funded by the State of Colorado**, not by Ridgeline. Ridgeline's role is limited to coordinating the employer side of FAMLI claims.

Eligibility

- Earned at least **\$2,500 in wages** during the base period (all Colorado employers count).
- No minimum tenure with Ridgeline.
- No minimum hours or worksite-size requirement.

Entitlement

- Up to **12 weeks** of paid leave per benefit year (calendar year).

- Up to **16 weeks** for pregnancy or childbirth complications.

Filing a FAMILI Claim

Employees must file FAMILI claims **directly with CDLE** at myfamli.colorado.gov or 1-866-CO-FAMILI. Ridgeline does not file on the employee's behalf. Wage replacement is paid by the State, not Ridgeline. Direct all benefit-amount questions to CDLE.

Concurrent Designation

When leave qualifies under both FMLA and FAMILI, both designations will run concurrently. The employee does not receive 12 weeks of FMLA *plus* 12 weeks of FAMILI separately.

§4.3 ADA Accommodation Leave

Leave may be required as a reasonable accommodation under the Americans with Disabilities Act. ADA accommodation requests are handled by the **HR Director**. The Leave Coordinator's role is intake and routing only — all accommodation decisions are made by the HR Director. Employees who believe they need a work modification due to a disability or medical condition should contact the Leave Coordinator at leaves@ridgelinegear.com. Do not delay — ADA obligations attach immediately upon notice of a potential disability-related need.

§4.4 Bereavement Leave

Ridgeline provides paid bereavement leave for the death of a family member:

Relationship	Days Paid	Covered Relationships
Immediate family	3 days	Spouse, domestic partner, parent, child, sibling
Extended family	1 day	Grandparent, grandchild, in-laws (parent/child/sibling of spouse), aunt, uncle, niece, nephew

Documentation (obituary, death certificate, or funeral program) is required within **30 calendar days**. Bereavement leave may be taken at the time of the loss or at a later memorial date within 30 days of the death. Requests for ambiguous relationships or extensions must be escalated to the Benefits Manager.

§4.5 Colorado HFWA Paid Sick Leave

All Ridgeline employees accrue paid sick leave under the Colorado Healthy Families and Workplaces Act:

- **Accrual rate:** 1 hour per 30 hours worked, beginning on the first day of employment.
- **Annual cap:** 48 hours per calendar year.
- **Carryover cap:** Up to 48 hours into the next calendar year.
- **Pay rate:** Employee's regular rate of pay.
- **Documentation:** May be required only for 4+ consecutive workdays of absence.

HFWA sick leave may be used for the employee's own illness, a family member's illness, safe leave, or a public health emergency. HFWA leave is not a substitute for FMLA/FAMILI and will run concurrently when the same qualifying event triggers multiple leave laws.

§4.6 Jury Duty Leave

All employees are eligible for jury duty leave from day 1. Leave is **paid at regular wages** minus any jury compensation received from the court (the Payroll Lead handles offset calculations). There is no maximum duration. Employees must provide their jury summons to HR within **2 business days** of receipt and must return to work during any day or portion of a day when not required at court, unless excused by the court or their supervisor in writing.

§4.7 Military Leave (USERRA)

Ridgeline complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA cases are complex and high-stakes. All substantive handling is performed by the **Benefits Manager** — the Leave Coordinator's role is intake and routing only. Employees on military leave are entitled to job restoration, benefits

continuation, and reemployment rights as required by USERRA. Contact the Leave Coordinator immediately upon receiving military orders.

§4.8 Personal Unpaid Leave

Personal unpaid leave is a **discretionary** benefit — it is not an entitlement. Approval requires both the employee's manager and the HR Director. Terms:

- Maximum duration: **30 calendar days**.
- Leave is unpaid.
- Health benefits continue only if the employee pays the **full premium** during the leave period.
- Extensions beyond 30 days require HR Director approval and are rare.
- May be denied for any legitimate business reason.

Employees considering personal leave for a medical or family-related reason should first contact the Leave Coordinator to determine whether FMLA or FAMILI applies — personal leave cannot be used to avoid statutory leave designation.

§4.9 Paid Time Off (PTO)

PTO balance inquiries, approvals, and non-leave questions are administered by the Payroll Lead and the employee's manager — **not** the Leave Coordinator. The Leave Coordinator handles PTO only when it is substituted for unpaid FMLA or FAMILI leave. To request PTO substitution during an active leave case, contact the Leave Coordinator at leaves@ridgelinegear.com.