

2021 HQ/GE Sick Leave Policy Notice

Important note: This policy is in relation to the 2021 Healthy Families and Workplace Act, this applies to all Colorado Headquarters, Glen Eyrie, and some Eagle Lake staff. Navigator Field staff are exempt from paid leave as they will continue to receive their salary while taking time off. Therefore, this law does not impact the benefits of Field staff working in Colorado

Sick leave is designed to provide paid time off for employees during personal or family mental or physical illness. Use of sick leave must be approved in advance by the employee's supervisor, except in extenuating circumstances. Please see sick leave eligibility below:

- The employee has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventative medical care.
- The employee needs to care for a family member who has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventative medical care.
- The employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to be absent from work for purposes related to such crime.
- A public official has ordered the closure of the school or place of care of the employee's child or the employee's place of business due to a public health emergency, necessitating the employee's absence from work.

Employees will earn sick leave based on a prorated basis. See earning table below:

Number of hours Worked Per Week	Hours accrued per Bi-weekly Pay Period	Maximum Hours Accrual Balance
20	1.85	400
29	2.65	400
40	3.70	400

** Eligible staff working <20 will accrue paid sick time off at a rate of 1 hour for every 30 hours worked.

Unused sick leave hours can be carried from one year to the next; however, sick leave hours will not accrue once the allowed maximum accrual balance of 400 hours is reached. Accruals will resume when leave is used, and the balance drops below the maximum accrual balance.

Usage - All employees must report sick leave in the timekeeping system.

- Negative leave balances are not permitted.

- Employee's sick leave begins with a zero-balance.
- As a balance is accrued, it may be used.
- Personal and vacation leave hours may be used when an employee's sick leave balance is exhausted.
- Sick leave may be used for domestic abuse, pregnancy related circumstances and concurrent with FMLA leave and/or Short-Term Disability
- Use of sick leave may not be used for absences from work due to inclement weather, car trouble, lack of childcare, or because employees choose to be absent from work for any reason unrelated to a medical necessity or approved under the Family and Medical Leave Act Policy.
- An employee who misses four consecutive workdays due to an illness, injury or medical condition must furnish a note from a health care provider that certifies the employee's fitness to return to work and provides any work restrictions (if applicable). The employee's supervisor or Human Resources may require a physician's medical certificate at any time based on the circumstances of the leave.
- Unused sick leave is not paid out to employees at termination.

In the Event of a public health emergency (PHE); up to 80 hours of supplemental leave will be applied to eligible employees paid time off bank until four weeks after PHE ends.

Non-exempt employees must request sick leave in quarter-hour increments in the timekeeping system.

Exempt employees must request sick leave in hourly increments in the timekeeping system.