

## TIME OFF BENEFITS

### 02.06.04 Sick Leave Benefits

Consistent with the state of Colorado's Healthy Families and Workplaces Act (HFWA) PCCLD provides two types of paid sick leave benefits to all eligible employees: accrued sick leave and public health emergency (PHE) leave. ~~for periods of temporary absence due to illnesses or injuries.~~

#### Accrued Paid Sick Leave

Full-time employees accrue sick leave benefits at the rate of 12 days per year. Sick time is accrued per pay period. Part-time, Substitute and Seasonal employees accrue sick leave benefits on a pro-rata basis, based on number of hours worked, but at least 1 hour for every 30 hours worked.

#### **Use of Sick Leave Benefits**

Employees may use sick leave benefits for the following reasons:

- To seek diagnosis, care, or treatment for their own mental or physical illness or injury, preventative health-related examinations (i.e., medical, dental, optical) or treatments, or those of a child, parent, or spouse of employees.
- The employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation
- Care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care.
- Grieve, attend funeral services or a memorial service and/or address financial and legal matters that arise after the death of a family member.
- Evacuate the employee's residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.
- Due to a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.

Paid sick leave can be used in minimum increments of one-half hour. Employees begin accruing sick time upon hire.

## Public Health Emergency Leave

Consistent with Colorado's HFWA, PCCLD will provide employees with public health emergency (PHE) leave when a federal or state public health emergency (PHE) is declared.

PHE leave, when declared by the federal government and/or the state of Colorado is useable for a range of PHE-related needs including:

- Symptoms of COVID-19 or other illnesses as declared under a public health emergency such as fever or chills, cough, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose
- Quarantining or isolating due to exposure
- Testing for COVID-19
- Vaccination and its side effects
- Inability to work due to health conditions that may increase susceptibility or risk of COVID
- Needs to care for family (illness, school closure, etc.)

For policy and procedures related to Covid-19 or other Public Health Emergencies, see [Policy 02.09.02 Public Health Emergency Policy](#).

It is the employee's responsibility to notify their manager soon as possible before the scheduled start of their workday when unable to come to work because of an illness, injury, medical care or domestic violence. Employees should notify their manager in the way the manager has designated as the appropriate way to notify them, such as, that the employee must speak to the manager directly (whether on or off shift), employee must speak to the Person in Charge (PIC), employee should call manager on his/her cell phone, or employee should text manager. It is important for employees to communicate with their Manager anytime they experience an unplanned absence; also see [02.08.01 Attendance and Punctuality](#).

Managers must also be contacted on each additional day of absence unless otherwise directed. In the event of an absence of four or more consecutive days, a written physician's statement or legal certification is required. This certification should indicate that the employee was unable to work due to medical or domestic violence reasons and the duration of this restriction. Employees who are absent for four or more consecutive days may qualify for leave under the Family Medical Leave Act. Depending on the circumstances, employees may be asked to provide a physician's verification to the Human Resources office indicating that they are fit to return to work.

Sick leave benefits are calculated based on the employee's base pay rate at the time of absence. As an additional condition of eligibility for sick leave benefits, employees on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits are used to supplement any payments that an employee is eligible to receive from workers' compensation or PCCLD's short-term disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Further accrual of sick leave benefits, in addition to vacation benefits, is suspended when employees are on continuous leave, paid or unpaid, for more than 30 calendar days.

#### **Maximum Accumulation of Sick Leave**

Unused sick leave benefits are allowed to accumulate up to 960 hours for full-time employees and a pro rata amount for part-time employees. For part-time employees whose standard hours are fewer than 20 per week, the maximum accumulation is capped at 48 hours. If an employee's benefits reach this maximum cap, further sick leave benefit accrual is suspended until employees have reduced the balance below the limit.

#### **Separation of Employment**

Accrued sick leave that is not used is not paid out upon separation of employment.

Should an employee return to PCCLD within six months or 180 days of separation, their accrued but unused sick leave will be reinstated.

Additional rules may apply in the case of a public health emergency.