



# General Leave Policy 5.2 Update

Department of Human Resources.....

July 17, 2023

# Current General Leave and Sick Leave Practice

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- The city's general leave is for regular employees to use for absences from work due to illness or other reasons such as vacation or attending to personal business
- The current policy requires employees to work for 6 months before accessing general leave, unless an advance is requested and granted by their supervisor
- A paid sick leave bank is provided to employees during the first 6 months of work to comply with the Colorado Healthy Families and Workplaces Act (HFWA)
- Paid sick leave is available for both regular and variable hour employees



# Challenges Created by the Current General Leave and Sick Leave Practice

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- The city has had a number of applicants decline job offers because there was not access to general leave in the first 6 months of employment
  - General leave can be requested, but this was not often enough for candidates to feel comfortable accepting, especially when they had prior engagements planned
- Declined job offers can create
  - Higher recruitment costs
  - Possible overtime needs
  - Lower morale and potential burnout for current staff
  - Less ability for the city to serve the community



# Proposed Updates to General Leave Practice for New Employees

- Effective July 1, 2023, the city will provide new regular employees with a advance bank of 48 hours of general leave upon hire
- The total amount of general leave provided to employees, including the prorated amount of leave granted at the end of an employee's 6 months, will not change, only when they have access to the leave without requesting special permission
  - There is no added cost by updating the policy
- The update will allow new employees to be absent from work in their first 6 months for illness, or pre-planned or urgent personal needs with supervisor approval, and still meet the requirements under HFWA
- The change will eliminate the need to allow new regular employees to accrue paid sick leave bank on an hourly basis
- Variable hour staff will continue to accrue a paid sick leave bank per HFWA law

