



Changes to General Leave Policy

Compliance with Colorado Healthy Family and Workplaces Act

February 8, 2021

Changes to General Leave Policy

The City's existing general leave practices, applicable to all employees, have been supplemented to comply with the Colorado Healthy Families and Workplaces Act (HFWA). These supplements will be reflected in the City's revised Leave Policy and will include additional components and sub-sections for Initial Bank of General Leave, Designated Paid Sick Leave, and Public Health Emergency Leave.

- The updated policy goes into effect January 1, 2021

* Attached is the draft copy of the General Leave Policy

Key changes include

- New employees/ Variable hour employees will accrue limited purpose leave to be used during the first 6 months of employment at the rate of 1 hour per 30 hours worked (up to a maximum of 48 hours) for the first 6 months of employment.
- For benefit year 2021, 48 hours of each annual general leave bank will be designated as Paid Sick Leave subject to the special requirements of this policy and state law.

Key changes include

- For those employees accruing Paid Sick Leave, they are eligible to accrue up to a maximum of 48 hours of Paid Sick Leave and may only use up to 48 hours of Paid Sick Leave in any benefit year.
- On the day a public health emergency is declared as defined in the Paid Sick Leave Law, the City will supplement all employees' leave banks to ensure full time employees have 80 hours of leave available and part time or VHEs employees have a proportionate amount of time required.
- Leave hours were increased to reflect current practice



Benefits of Proposed Policy

- All Employees receive sick leave in compliance with the law.
- VHEs and new employees will now accrue sick leave.
- Fewer budget impacts because FTEs currently receive enough general leave to cover required paid sick leave.



Next Steps

Action item

- Council to consider adopting new updated Leave Policy
- Potential new federal coronavirus relief that contains additional leave requirements.



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Comments and Questions