



Clear Creek County

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Policy: Paid Sick Leave

Effective: 01/01/2023

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Purpose: Clear Creek County recognizes that employees will need time off from work periodically to address their medical needs or to care for the medical needs of a family member.

Scope: Regular full-time employees will accrue 1.54 hours of paid sick leave for every 40 hours worked (2.15 hours for salaried EMS & 2.46 hours for hourly EMS). The maximum accrual of sick leave shall not exceed 80 hours (112 for salaried EMS & 128 for hourly EMS). Employees who work less than 40 hours per week will accrue a pro-rated amount of sick leave. This applies to hourly and salaried employees. Paid sick leave accrual starts on an employee's first day. This sick leave policy is established to follow the Colorado Healthy Families and Workplaces Act. § 8-13.3-401 et seq., C.R.S.

GENERAL

When possible, employees are expected to schedule planned medical appointments in a manner that minimizes disruption of workflow. Further, employees must use sick leave for its intended purpose. Sick leave may be used for employee's or their immediate family members medical needs, including: personal illness, well-care and sick medical and dental appointments. Colorado Revised Statutes Title 2. Legislative § 2-4-401 "Immediate family member" means a person who is related by blood, marriage, civil union, or adoption. More specifically, the immediate family for this subject is defined as: parents, spouse (including partners and significant others), spouse's parents, children, grandchildren, grandparents, grandparents-in-law, brothers, brothers-in-law, sisters, sisters-in-law, son-in-law, daughter-in-law, step-parents, step grandparents, step-brothers, step-sisters, step-children, and legal guardian/ward.

Employees who are on leave under the Family and Medical Leave Act (FMLA) must use sick leave concurrently with FMLA leave until all sick leave is exhausted.

Paid sick leave must be used in one-hour increments. Unused sick hours at the end of the year will carry over to the following year. However, employees may not carry over or accrue more than 80 hours of sick leave. Employees who reach the maximum limit of 80 hours in a given pay period will not accrue any additional sick leave until the balance drops below 80 hours.

Employees will not be given additional hours after use of the original paid sick leave hours accrued for that year (except when a part-time employee increase their regularly scheduled work time, supporting an increase). Should an employee need to take more time than what they have accrued in their sick leave, the employee will need to use their PTO or request leave from the PTO Leave Donation Pool. Unused paid sick leave cannot be contributed to another employee. Paid sick time will not be used in the calculation of



overtime. Unused sick leave will not be paid out upon termination.

CONDITIONS SICK LEAVE MAY BE USED:

This section covers three different scenarios when an employee may be unable to come to work and the conditions that might be occurring that prevents the employee from working for a period of time.

1. The employee or the employee's family member:
 - Has a mental or physical illness, injury, or health condition that prevents them from working
 - Needs to obtain a medical diagnosis, care, or treatment, of a mental or physical illness, injury or health condition
 - Needs to obtain preventive medical care
2. The employee or the employee's family member has been a victim of domestic abuse, sexual assault, or harassment, and uses the leave to:
 - Seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury or health condition caused by the domestic abuse, sexual assault or harassment
 - Obtain services from a victim service organization
 - Seek relocation due to domestic abuse, sexual assault or harassment
 - Seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault or harassment
3. Due to a public health emergency, a public official has ordered closure of (A) the employee's place of business or (B) the school or place of care of the employee's child and the employee needs to be absent from work to care for the child. Definitions of terms are as found in the Act CRS §8-13-402.

EMPLOYEE RESPONSIBILITIES:

Clear, accurate and timely communication between the employee and supervisor is mandatory. Timely notification allows for the supervisor to successfully provide coverage for the employee's time away from work. Clear expectations are necessary in order not to disrupt daily operations of the department or elected official office.

- It is the employee's responsibility to notify their supervisor at the beginning of their shift or as soon as a qualifying situation arises of the day(s) of expected absence and to provide an expected time of returning to work.
- Employees must request to use paid sick leave from their supervisor. The request maybe made verbally, in writing or electronically. When possible, the request shall include the expected duration of the absence.
- When the use of paid sick leave is foreseeable, the employee shall make a good-faith effort to



provide notice of the need for paid sick leave to their supervisor in advance and shall make a reasonable effort to schedule the use of paid sick leave in a manner that does not unduly disrupt daily operations.

- At the discretion of the Elected Official, Division Director or Supervisor, sick leave claimed for either the day or days immediately preceding or immediately following scheduled days off, or sick leave used for four (4) consecutive days, shall be supported with an acceptable medical certification of illness or injury and signed by a physician or medical professional. The medical certification should not include a diagnosis of an illness, but must clearly state the employee's illness prevented the employee from performing their assigned duties. Should an employee be requested and fail to provide medical certification the absence shall be charged against the employee's accrued vacation leave, compensatory time or unpaid leave.

PUBLIC HEALTH EMERGENCY PROVISION:

In the event a public health emergency (PHE) is declared, Clear Creek County will adopt a plan to ensure compliance with PHE requirements.

Approved, this 20th day of December, 2022, at a regularly scheduled meeting of the Clear Creek Board of County Commissioners.

Sean C. Wood, Chair

Randall Wheelock, Commissioner

George Marlin, Commissioner

ATTEST:

Deputy Clerk and Recorder