



HEALTHY FAMILY WELLNESS ACT PUBLIC HEALTH EMERGENCY POLICY AND PROCEDURE

HEALTHY FAMILY WORKPLACES ACT

Colorado has enacted the Healthy Families and Workplaces Act (HFWA) ([SB20-205](#)) requiring employers to provide employees with or up to 48 hours, of earned paid sick leave. Calco has adopted this procedure to aid employees in further understanding Colorado's HFWA law and Calco's compliance,

Employee Eligibility

Employees immediately begin to accrue paid sick leave upon hire and may use sick leave as soon as it is accrued.

How Employees Accrue Paid Sick Leave

- A. Each employee earns at least one hour of paid sick leave for every 30 hours the employee works, up to 48 hours of paid sick leave per year. Overtime-exempt employees accrue leave as if they work 40 hours weekly, even if they work more. Unused accrued leave, up to 48 hours per benefit year, carries forward ("rolls over") into a later year. However, only 48 hours may be used in a year, and only 48 hours total will accrue in a year (January 1 through December 31).
- B. An employer may satisfy the accrual requirements of the HFWA by providing the employee with an amount of paid sick leave that meets or exceeds the requirements of the HFWA at the beginning of the year.

Taking Paid Sick Leave

- A. Requests for accrued paid sick leave (HFWA) must be made in writing or electronically, utilizing the referenced leave request form. HFWA sick time must be approved by the employee's immediate supervisor. When possible, the employee must include the expected duration of the absence. Calco requests the employee provide notice when the use of paid sick leave taken under HFWA is foreseeable; however, Calco will not deny paid sick leave to the employee based on noncompliance with such a policy.
- B. Calco requires documentation for accrued paid sick leave (not for COVID-related public health emergency leave). Employees can provide the documentation after

the leave ends.

Carry Over of Accrued Paid Sick Leave

- A. Employees may carry over up to 48 hours of unused paid sick leave to the following year; however, a limit of 48 hours may be used in a year. HFWA hours may not be banked or cashed out.
- B. When the company rehires a separated employee within six months of that employee's separation, Calco will reinstate any unused, accrued paid sick leave the employee had during the employee's previous employment.
- C. Paid leave in a PTO policy, or a Collective Bargaining Agreement, can satisfy HFWA, if it covers all the same conditions or needs, at the same pay rate, and with no tougher requirements (documentation, notice, etc.) than HFWA. Refer to Calco's Paid Time Off Policy or contact your immediate supervisor for clarification.

Documentation

Human Resources will maintain records of employee's time away utilizing HFWA and/or PHE leave and retain records of each employee for a two-year period documenting hours worked, paid sick leave accrued, and paid sick leave used. Autopaychecks, Calco's payroll outsource, will maintain accurate records. These records are available at all times to the employee. HR will assist the employees when necessary to determine the amount of HFWA and PHE leave an employee has available.

- A. Calco does not require documentation from employees to show that leave is for COVID-19 related needs requiring PHE leave, however documentation is required for HFWA leave.
- B. Employees are required to complete the request for time off form when specifying HFWA leave. Recordkeeping of documentation will be maintained by Human Resources. When the leave is foreseeable, employees should make a good faith effort to provide notice to their immediate supervisor and make a reasonable effort to schedule paid sick leave in a manner that does not unduly disrupt business operations.
- C. An employee's immediate supervisor will evaluate the employee's request for HFWA or PHE leave time. The supervisor will work with an employee to schedule the leave so as not to impede work progress, or immediate action in the case of an emergency. The supervisor may send an employee home should the employee show symptoms of an illness. However, the leave request cannot be denied when the supervisor has determined it is Covid-19 related. The supervisor will authorize the leave with his/her signature and date of authorization, submitting it to HR for recordkeeping.

Calco is Authorized to Take Disciplinary Action.

Calco will take disciplinary action which may be up to and including time laid off or termination when paid sick leave provided under HFWA and PHE are used for purposes other than those described in this procedure.

