Healthy Families and Workplaces Act (2020) [1]

During the 2020 Regular Session, the Colorado legislature passed the Healthy Families and Workplaces Act [2] requiring employers across the state to provide paid sick leave to their employees. This law impacts employees across the state, including part-time employees not already covered by CU’s standard sick leave policy.

Beginning Jan. 1, 2021, all Colorado employers with 16 or more employees (and all employers, regardless of staff size, by Jan. 1, 2022) must provide paid sick leave for their employees at a minimum rate of 1 hour of sick leave for every 30 hours worked.

At CU, this law will largely impact part-time employees who work fewer than 20 hours per week. Because of their limited hours, plus the likelihood that this includes student employees with inconsistent schedules, the university is opting to calculate this sick leave on a prorated basis.

Key points

- This new policy does not affect employees currently covered by the standard sick leave policy.
- Affected employees will earn roughly .034 hours of sick leave per hour worked.
- Affected employees will be able to carry a maximum of 48 hours of sick leave from one fiscal year to the next.
- Affected employees will only be able to use 48 hours of sick leave per fiscal year, regardless of how much leave they have banked.
- Biweekly pay groups will have access to a new earnings code to pay employees for sick leave usage.
- Monthly pay groups will continue to use existing sick earnings codes to record sick leave.

Resources

Many employees who have not been leave-eligible before now will likely be unfamiliar with the process of checking their leave balance and using their leave. Likewise, supervisors who have only worked with non-leave eligible direct reports may be unfamiliar with the review and approval process.

These guides and resources can help employees navigate the leave request and approval process in the My Leave timekeeping system:

- My Leave Basics [3]
- My Leave for Supervisors [4]
**Note:** The CU Board of Regents will vote to approve policy changes in January.

These guides aren’t one-size-fits-all. Not every department uses MyLeave to track employee time. If you have any questions not addressed by these user guides and FAQ, please reach out to your campus HR office.

**FAQs**

**General Questions**

**Q) How much will I accrue?**

**A) When Determining your accrual, please keep the following in mind:**

- CU has several leave eligibilities, so your accrual will depend on your position type
- Employees in multiple positions might have multiple eligibilities. In that case you would apply the eligibility rules separately to each position
- Your accrual in any position will be affected by your schedule. If you are part-time in a position, your accrual may be a proration of the full benefit

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Sick Leave Accrual</th>
</tr>
</thead>
</table>
| Classified employees (non-temporary)| - Classified Employees accrue a maximum of 6.66 hours of sick each month, prorated based on the hours worked versus total work hours possible in the pay period month.  
  - Classified Leave rules are governed by state law. You can review information about your sick leave on the [Classified Staff Leave Policies page](#)[9]. |
| University staff employees (non-temporary) | - Full-time University Staff employees accrue a maximum of 10.0 hours of sick each month, prorated based on the hours worked versus total work hours in the pay period month.  
  - More information on University Staff leave policies can be found on the [University Staff Leave Policies page](#)[10]. |
| 12-month faculty (non-temporary)    | - Employees considered 12-Month Faculty accrue a maximum of 10.0 hours of sick leave each month, prorated based on the hours worked versus total possible work hours in the pay period month.  
  - More information on leave policies can be found on the [Office of Policy and Efficiency (OPE) Leave Policies page](#)[8]. |
**Job Type: Sick Leave Accrual**

**Q) How do I view my sick leave balance?**

A) Through CU Leave Accrual Summary Pages, employees can view their total leave balance by each month, including recorded usage, end-of-month balance, and projected accrual for the next month. A guide to My Leave can be found in the My Leave Basics guide [3].

**Q) How much leave can I accrue? Will my leave be capped or taken away?**

A) Employees eligible for state sick leave accrue 0.034 accrual hours per hour worked. The evaluation of the state sick leave plan occurs at the end of each plan year, which matches the fiscal year of July 1 – June 30 of the following year. State sick leave eligible employees may also carry up to 48 hours of unused leave into the next plan year. For maximum balances and sweeping leave, refer to the rules outlined for each leave plan.

**Q) How do I record absence for sick leave?**

A) Employees paid monthly can use the sick leave earnings code that is already available. Employees paid biweekly will have an additional code – HSK – Hourly Sick Leave – that is specific to the state sick leave plan. To prevent being docked for recording sick leave not available on that job record, it is recommended you review your sick leave balances on the CU Leave Accrual Summary Page. The CU Leave Accrual Summary Page can be accessed from the portal Employee Self Service page using the “Leave Balances” tile.

**Q) Will I be able to use my sick leave across my multiple jobs?**

A) This depends on your specific situation. If all your positions are eligible for the same leave benefit – meaning all eligible for the state sick benefit, all eligible for the Classified leave benefit, or all eligible for the University Staff leave benefit – then your sick leave balance will be shared across those positions.
If you have positions with differing eligibility — such as a position eligible for Classified sick leave and a position eligible for the state sick leave — then those balances would not be shared with the positions enrolled in a different leave plan.

Please note: Employee positions paid through a contract currently do not accrue any leave within the HCM system and will not record or have access to that leave within My Leave. See your campus HR for details on usage of this leave.

Q) I am a temporary employee paid on a contract. Am I eligible for paid sick leave under the new law?

A) Contract employees are eligible for the new paid sick leave. Campus HR departments are creating processes to track leave usage outside of My Leave. If you are a contract employee, more information will be provided to you about leave accrual and usage at the beginning of the spring semester.

Q) What happens to my sick balance when I terminate?

A) If you leave employment with CU, generally you lose all remaining sick leave balances and do not receive a payout of any unused sick leave. There are exceptions for certain employees retiring, and Classified employees have rules governed by state law that allows balances to transfer to other state positions.

However, any employee that terminates their employee relationship with CU but returns within six (6) months is entitled to full reinstatement of any sick leave balance that remained at the time of termination.

Sick leave balances should be transferred between departments or campuses if an employee is maintaining at least one active employee position with CU.

Supervisor & Payroll Personnel Questions

Q) Does work-study funding pay for sick leave?

A) Work-study rules do not allow for the funding of sick leave. Unlike other recorded time, students’ use of sick leave will not apply to the work-study. This leave will apply to the student’s default position funding unless a SpeedType override is applied.

Groups audience:
Employee Services


Links