Healthy Families and Workplaces Act [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.

Beginning Jan. 1, 2021, all employers in Colorado with 16 or more employees (and all employers, regardless of staff size, by January 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 affect part-time employees who work fewer than 20 hours per week and are not already covered by the standard sick leave policy. Because of the limited hours and 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

If you or your employees have any questions, these resources can help:

- My Leave Basics [3]
- My Leave for Supervisors [4]

If campus PPLs have any questions not addressed here or in the FAQ, please contact the HCM Community call center at HCM_Community@cu.edu [7].
FAQs

Q) How do I record absence for sick leave?

A) Employees in pay groups paid monthly can use the sick earnings codes that are already available. There are no new codes or processes to record this time.

Employees paid in a biweekly pay group will have a new Earnings Code – Hourly Sick Leave – that will pay the employee for absence time covered by the state sick leave plan as long as they have an available balance to use. Employees do not need to enter a second code to be paid. Entering HSK – Hourly Sick Leave alone will pay the employee for the hours of leave used.

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 benefits – 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 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) Will My Leave show multiple sick “buckets” if the employee is enrolled in multiple sick leave plans?

A) Unfortunately, My Leave lumps all sick leave into one balance and does not account for different leave eligibilities. However, there are mechanisms in place in CU Time to prevent overuse of sick and vacation leave on a paycheck by adding appropriate dock codes to pay. While the employee will not go over their available balance, the employee will not be paid for absence time that exceeds their leave balance.

Employees should make sure they have enough leave for the job and leave “bucket” in which they are recording sick time if they are in the situation of having multiple eligibilities in HCM.

Groups audience:
HCM Community

Source URL: https://www.cu.edu/hcm-community/pay-employees/healthy-families-and-workplaces-act

Links