

Colorado Paid Sick Leave* (Part-Time Employees)

Eligibility	Effective January 1, 2021, all part-time employees in Colorado are eligible for Paid Sick Leave (PSL).
Accruing PSL	Part-time employees accrue PSL starting January 1, 2021 OR from their date of hire (whichever is later) at the rate of one hour of PSL for every 30 hours worked.
Using PSL	<p>PSL may be taken in one-hour increments. Employees are entitled to use accrued PSL immediately after it has accrued with no waiting period.</p> <p>Employees may use PSL for reasons including, but not limited to:</p> <ul style="list-style-type: none">• Sick time, for an employee or family member's mental or physical illness, including preventive medical care.• Safe time, for reasons related to domestic violence, sexual assault, or stalking, for an employee or an employee's family member.• Closure of the employee's workplace or child's school or place of care by order of a public official due to a public health emergency.
Accrued PSL Balance	Part-time employees can see their own accrued PSL balance in Workday by clicking on "My Time Off Balance" from the Workday home page.
Contact	Please contact your Corporate Payroll Analyst with any questions regarding Paid Sick Leave and PSL calculations.

** In accordance with federal, state and local regulations, the Company reserves the right to amend, modify, change, suspend, cancel or terminate this policy at any time.*