



## Colorado Paid Sick Leave\* (Part-Time Employees)

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**Eligibility** Effective January 1, 2021, all part-time employees in Colorado are eligible for Paid Sick Leave (PSL).

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**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.

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**Using PSL** PSL may be taken in one-hour increments. Employees are entitled to use accrued PSL immediately after it has accrued with no waiting period.

Employees may use PSL for reasons including, but not limited to:

- 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.

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**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.

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**Contact** Please contact your Corporate Payroll Analyst with any questions regarding Paid Sick Leave and PSL calculations.

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\* 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.