

**ROUND MOUNTAIN WATER AND SANITATION DISTRICT
RESOLUTION NUMBER 2022-17**

**A RESOLUTION TO AMEND ROUND MOUNTAIN WATER AND
SANITATION DISTRICT PERSONNEL SICK LEAVE POLICY**

WHEREAS, RMWSD Personnel Policy Section 4.31 states that an employee is only allowed to roll over 160 hours of unused sick leave but offers no recourse other than the loss of any unused sick leave accrued over 160 hours at the end of a calendar year, and

WHEREAS, District Management, along with employee and Board of Directors input, has decided to amend section 4.31 of the RMWSD Personnel Policy to allow the reallocation of unused sick leave for Personal or Vacation time off, subject to the stipulations and limitations as described on Attachment 1 of this Resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
ROUND MOUNTAIN WATER AND SANITATION DISTRICT, COLORADO THAT:**

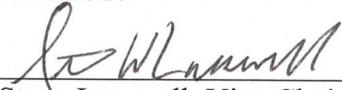
The amended Round Mountain Water and Sanitation District Personnel Policies Section 4.31 be adopted and implemented.

ADOPTED, this 15th day of December 2022



Charles Bogle, Chairman

ATTEST:



Steve Lasswell, Vice Chair



4.31 Sick Leave

On July 14, 2020, Colorado enacted the Healthy Families and Workplaces Act (HFWA), which currently requires Colorado employers to provide two types of paid leave to its employees: paid sick leave and public health emergency-related paid leave. The paid sick leave requirements of the Act took effect January 1, 2021, for employers with 16 or more employees and January 1, 2022, for all employers. The supplemental public health emergency-related paid leave takes effect for all employers, regardless of size, upon declaration of a public health emergency.

The District will provide each employee one hour of paid sick leave for every 30 hours worked, up to 48 hours per year. An employee will be allowed to use their paid sick leave as it accrues. Employees will be allowed to roll over year to year up to 160 hours of unused paid sick leave, but the District can restrict an employee from using more than 48 hours of paid sick leave in a year.

Employees who know in advance that they will be using sick leave (for example, when a health examination or medical treatment has been scheduled) are expected to notify their supervisors promptly of the time and anticipated duration of their absence. However, if an employee misses 3 or more days a note from a doctor/hospital/clinic may be required.

Sick leave may be used for fractions of workdays; however, employees will be charged for at least one (1) hour each time sick leave is used. If illness or injury impairs an employee's job performance, the District may require that the employee use sick leave for the remainder of his or her workday or shift.

The District will require employees to use the first 80 hours of their accrued sick leave solely for qualifying reasons as outlined in Section 4.31.1. However, any sick leave accrued over the 80-hour threshold may be transferred to Personal or Vacation time, subject to District Management approval. No transfers of sick leave will be permitted if an employee's accrued sick leave is equal to or less than 80 hours.