

**University of Northern Colorado  
Human Resources Administrative Policy  
SB 20-205 Paid Sick Leave Compliance  
Temporary Regulations**

**Scope:**

Effective 1/1/21, Colorado Senate Bill 20-205 requires all employers with 16 or more employees to offer paid sick leave in the amount of one hour for every 30 hours worked, to a maximum of 48 hours per year. Up to 48 hours of unused sick leave will roll over to the next year and unused leave will not be paid out. An employer may satisfy the accrual requirements by providing employees with sick leave that meets or exceeds these requirements. Classified employees, professional administrative employees, and full-time faculty have sick leave policies in place that exceed these requirements.

**Authority:**

The University has the authority to create administrative policies and procedures to implement laws created by the State of Colorado.

**Guidance:**

The following categories of employees were not previously covered by a sick leave policy and are now eligible for the following sick leave benefits.

Effective 1/1/21:

**Salaried Employees**

- **Graduate assistants, teaching assistants, and student salary employees** will be given a lump sum of 24 hours in January to be used during the calendar year
- **Adjunct faculty** will be given a lump sum of 48 hours in January to be used during the calendar year. Employees hired after January will receive a prorated amount of sick leave.
- Salaried employees do not enter hours worked and do not have to record sick leave in the leave tracking system.

**Hourly Employees**

- **Student hourly employees** will be given a lump sum of 24 hours in January to be used during the calendar year
- **Temporary employees (university aides and technical professionals)** will receive sick leave as it is accrued. University aides will record sick time when entering work hours into the payroll system.
- Hourly employees will enter sick leave hours in their timesheet and sick leave amounts will show in URSA.
- Hours worked will be regularly reviewed by Human Resources and employees who should earn more sick leave will be credited additional hours.

**Date Issued:** 11/13/20

**Contact for Questions:** Marshall Parks

**Issued By:** Human Resources Office

Employees may use accrued paid sick leave to be absent from work for the following purposes:

- The employee has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care;
- The employee needs to care for a family member who has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care;
- The employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to be absent from work for purposes related to such crime; or
- A public official has ordered the closure of the school or place of care of the employee's child or of the employee's place of business due to a public health emergency, necessitating the employee's absence from work.

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