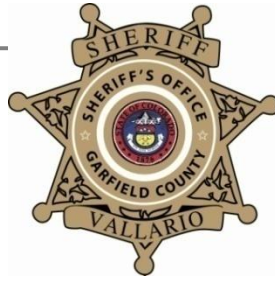


# SHERIFF OF GARFIELD COUNTY

## LOU VALLARIO

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### **SUBJECT: SICK TIME USAGE**

**EFFECTIVE DATE:** April 10, 2024

#### **POLICY:**

In accordance with the Healthy Families and Workplace Act (HFWA) established in Colorado law, the Garfield County Sheriff's Office will adhere to the allowable uses of sick time provided in that Act. After the conditions of the Act are met, employees requiring sick time will be required to use approved PDO for absences from work for less than 3 consecutive days. Employees requiring MSL should notify their supervisor at least 4 hours in advance of their shift.

#### **PURPOSE:**

To provide guidelines to eliminate the abuse of sick time and reduce the negative impact of that abuse on other employees and the organization.

#### **METHOD:**

GCSO employees are provided with paid sick time (MSL) and personal days off (PDO). MSL is intended to help an employee financially while sick or injured and has specific allowable usages, per HFWA. When an employee calls in sick and the frequency is for only one shift, spread out over months or years, a pattern of abuse develops where PDO should be used rather than MSL. MSL is not intended to be an alternative for PDO and rarely are people sick for one day. Exceptions do occur and supervisors have the authority to address those within policy.

Further, the abuse of sick time negatively impacts: other team members if they must be called in to cover a shift taking away their time off, the GCSO due to increased costs of overtime, and reduced efficiency due to reduced manpower. Therefore, when the use of MSL is foreseeable, the employee shall make a good-faith effort to provide notice of the need for paid sick leave to their supervisor in advance of the use and shall make a reasonable effort to schedule the use in a manner that does not unduly disrupt the operations of the GCSO. (See "Administrative Matters" Policy & Procedure, *Medical / Therapy Appointments*).

**HFWA:** Consistent with HFWA, the following will be considered the only allowable use of sick time. GCSO employees may use up to 48 hours per calendar year of accrued MSL for the following purposes without being required to provide reasonable documentation:

1. The GCSO employee:
  - (I) Has a mental or physical illness, injury, or health condition that prevents the employee from working;
  - (II) Needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
  - (III) Needs to obtain preventive medical care; or
  - (IV) Needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member.
  
2. The GCSO employee needs to care for a family member who:
  - (I) Has a mental or physical illness, injury, or health condition;
  - (II) Needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
  - (III) Needs to obtain preventive medical care;
  
3. The employee or the employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of leave is to:
  - (I) Seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment;
  - (II) Obtain services from a victim services organization;
  - (III) Obtain mental health or other counseling;
  - (IV) Seek relocation due to the domestic abuse, sexual assault, or harassment; or
  - (V) Seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment; or
  
4. Due to a public health emergency, a public official has ordered closure of:
  - (I) The employee's place of business; or
  - (II) The school or place of care of the employee's child and the employee needs to be absent from work to care for the employee's child.
  
5. The GCSO employee needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care; or
  
6. The GCSO employee needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.

After the GCSO employee has used forty-eight (48) hours of MSL per HFWA, GCSO employees will be required to use PDO for "Sick Time" absences from work for less than three (3) consecutive days. The use of MSL for less than three (3) consecutive days may be allowed with documentation. If an employee is absent from work for more than three consecutive days due to illness, MSL may be used with verification of the medical reason. Medical clearance will be required before returning to work.