

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Board Policy Manual
<b>Section</b>	Chapter 5 Human Resources
<b>Title</b>	BP 5310 Paid Sick Leave
<b>Number</b>	BP 5310
<b>Status</b>	In Development
<b>Legal</b>	Chavez/Huerta K-12 Preparatory Academy Board of Directors State of Colorado Employment/Labor Laws (FLSA) Colorado Healthy Families and Workplaces Act (CHFWSA)
<b>Adopted</b>	May 14, 2022
<b>Last Reviewed</b>	Saturday, April 30, 2022

Chavez/Huerta K-12 Preparatory Academy shall establish procedures for employee sick leaves of absence as authorized by law. Unused sick leave will not be paid to employee upon separation from CHPA. Such leaves shall include, but are not limited to:

In accordance with the Colorado Healthy Families and Workplaces Act (“CHFWSA”), starting January 1, 2021, any part-time employee who does not currently earn and accrue paid sick leave at a rate greater to or equal to the following requirements will receive paid sick leave in a manner so as to meet the minimum requirements by law. Starting January 1, 2022, all employees will be eligible to earn paid sick leave, including full-time employees who also earn Paid Time Off (PTO).

Employees will earn and accrue paid sick leave starting on the date of hire, after July 1, 2022, up to the minimum requirements, at a rate of one hour of paid sick leave for every 30 hours worked, not to exceed a total of 48 hours maximum to be earned or used in any fiscal year (starting in July and ending in June). Exempt employees will be assumed to be working 40 hours per week, except if the employee's normal workweek consists of fewer than forty hours, the employee accrues paid sick leave based upon the number of hours that comprise the employee's normal workweek.

See AP 5310 Paid Sick Leave for further details.

**Last Revised** Saturday, April 30, 2022