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DIVISION OF EMPLOYMENT AND TRAINING
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Category:	Employment and Training Program
Subject:	Leave Procedures for State Employees in Colorado County-run One Stop Workforce Centers
Source:	State
Revise/Replace:	Not applicable
Contact:	Director of Field Operations
Distribution:	Workforce Region Directors, Workforce Development Staff, CDLE Human Resource and Administrative Staff
Colorado One-Stop System Policy Guidance Letter: #03-20-AD	
Date:	December 30, 2003

I. PURPOSE

To provide process guidance and information to facilitate the tracking and reporting of leave for state employees who work in Colorado County-run One Stop Workforce Centers. It is important to remember that the Department of Labor and Employment (CDLE) and the County-run Workforce Centers have a unique relationship that requires process development with shared responsibilities.

II. BACKGROUND

In January 2002, CDLE revised several guidelines to reflect changes in supervision of state employees working in the County-run Workforce Centers. These revisions were addressed in Policy Guidance Letter (PGL) 02-01-P however, additional process guidance is needed in the area of leave tracking and reporting.

III. GENERAL LEAVE INFORMATION

Information regarding the most common areas of concern is listed below. For the purposes of this policy guidance letter, the term "appointing authority or designee" is defined as the State Regional Director who will work in consultation with the County-run Workforce Centers director or functional supervisor, when appropriate.

ACCRUAL

Permanent state employees begin earning annual and sick leave from the first day of employment. (Personnel Rules and Procedures, P-5-11)

ANNUAL LEAVE		
Years of Service	Hrs per Month	Maximum Accrual
1st through 5th	8	192 hours
6th through 10th	10	240 hours
11th through 15th	12	288 hours
16th and beyond	14	336 hours
SICK LEAVE		
Not applicable	6.66	360 if hired after 7/1/88

- ♦ Leave is earned on the last working day of the month. Leave is not available for use until it is earned, therefore newly accrued leave is not available until the first working day of the next month. (State of Colorado Personnel Rules and Procedures, P-5-11)
- ♦ Employees may not "borrow" against future leave or "buy back" leave that has already been used. (State of Colorado Personnel Rules and Procedures, P-5-11)

ANNUAL LEAVE

- ♦ Annual leave requests should be submitted at least 10 calendar days in advance and approved prior to taking the leave. (CDLE DL 00-22)
- ♦ The appointing authority or designee may establish periods during which no annual leave may be taken. (CDLE DL 00-22)

ADMINISTRATIVE LEAVE

- ♦ Administrative leave for state employees can only be approved by CDLE. (CDLE SP-183)
- ♦ Administrative leave requires a written statement from the appointing authority or designee clearly identifying how the leave meets the criteria and his/her recommendation for approval. (CDLE SP-183)

FLEX TIME

- ♦ If an employee is scheduled to work more than 8 hours on a day which is an observed holiday, or an employee is on funeral leave, jury duty, or other approved employer-provided leave, annual leave must be taken for the difference between scheduled hours and the hours of leave. (CDLE SP-241)

HOLIDAY LEAVE

- ♦ Permanent state employees are granted up to eight hours to observe each legal holiday designated by law, the Governor, or the President. Appointing authorities may designate alternative holiday schedules.

LEAVE WITHOUT PAY

- ♦ Leave without pay for all state employees can only be approved by CDLE.

SICK LEAVE

- ♦ A State of Colorado Medical Certificate form (or equivalent) completed by a healthcare provider must be provided to the State Regional Director within 15 calendar days, absent extenuating circumstances, for any absence of more than three consecutive, full working days. (CDLE DL 00-22)
- ♦ An employee may be requested to provide a medical excuse to the State Regional Director at any time if the appointing authority suspects that sick leave is being abused. (CDLE DL 00-22)

FAMILY/MEDICAL LEAVE ACT (FMLA)

- ♦ CDLE is responsible for approval of leave including determining the type of leave and proper designation for FMLA purposes. (State of Colorado, Technical Assistance)
- ♦ CDLE has developed a guide to assist Regional Directors in administering the provisions of the Family/Medical Leave Act. (CDLE SP-192)

FUNERAL LEAVE

- ♦ Funeral leave for state employees can only be approved by CDLE. (CDLE SP-183)
- ♦ An obituary notice or remembrance card is required for requests for funeral leave. (CDLE DL 00-22)

Additional information on these and all the other leave types can be found in the State of Colorado, Personnel Rules and Procedures, Chapter 5, Time Off on the internet at: <http://www.state.co.us/dhr/rules/docs/rules.pdf>

IV. POLICY/ACTION

The final approval and sign-off of any leave for all state employees providing employment services, including Veterans' Program staff, shall be the responsibility of CDLE and shall be accomplished through a coordinated process between the County-run Workforce Centers and CDLE. This policy does not prohibit the County from establishing additional internal processes, for example, routing leave slips to team leaders or other staff, prior to following the steps outlined below.

The following processes have been identified:

- A. *Veterans' Program.* The leave for Veterans' Program state employees will be maintained, tracked and reported by CDLE.

Leave Approval

The County-run Workforce Centers will work in consultation with the State Regional Director to approve leave requests. All leave requests must be forwarded to the State Regional Director for final approval and processing.

Monthly Reconciliation

Not required.

Yearly Notification

CDLE will provide to each state employee fiscal year-end notification of leave balances.

- B. *Employment Services.* The leave for all non-veteran state employees will be maintained, tracked and reported at both the County and State (CDLE) level. County-run Workforce Centers and CDLE have agreed to share leave information on a monthly basis. This will increase the integrity of the payroll system by allowing for more timely adjustments, allow the two operating levels to reconcile leave data, and provide more timely and accurate information to the state employee regarding their leave benefits.

Leave Approval

The County-run Workforce Centers will continue to approve leave requests using their existing processes. Upon approval, a copy of all leave slips will be forwarded to CDLE via e-mail to Kathy.hajek@state.co.us; by fax to 303-318-8933; or by mail to Workforce Development Programs, Attn: Kathy Hajek, 1515 Arapahoe St, Tower 2, Ste 400, Denver CO 80202.

Monthly Communication

1. County-run Workforce Centers are required to provide the following information to CDLE by the fifth working day of each month:
 - a. Employee Name
 - b. Total leave taken for each leave category
 - c. Total leave accrued
 - d. Monthly leave balances for annual and sick leave

This information will be provided directly to CDLE staff via e-mail to kathy.hajek@state.co.us; by fax, 303-318-8933; or by mail to Workforce Development Programs, Attn: Kathy Hajek, 1515 Arapahoe St, Tower 2, Ste 400, Denver CO 80202.

Monthly Reconciliation

CDLE will reconcile the State and County leave data for each state employee. CDLE will pursue any discrepancies with the appropriate County staff.

Yearly Notification

CDLE will provide to each state employee fiscal year-end notification of leave balances.

V. IMPLEMENTATION DATE

The scheduled implementation date is January 1, 2004.

VI. INQUIRIES

Please contact Field Operations at 303-318-8937. If you cannot reach anyone in Field Operations and you have an emergency, additional assistance is available from the CDLE Payroll Office at 303-318-8102.

VII. REFERENCE(S)

The reference documents provide additional information or details and are either attached or available through the Internet at the links indicated.

State of Colorado, Personnel Rules and Procedures, Chapter 5: Time Off

<http://www.state.co.us/dhr/rules/docs/rules.pdf>

State of Colorado, Department of Personnel & Administration, Division of Human Resources, Technical Assistance: Time Off

<http://www.colorado.gov/dpa/dhr/rules/docs/timeoff.pdf>

Colorado Department of Labor and Employment, One-Stop System Policy Guidance Letter 02-01-P: Functional Operational Supervision Issues and Leave Authorization in Colorado County-run One Stop Workforce Centers

Colorado Department of Labor and Employment, Standard Operating Procedures

SP-183: Administrative Leave and Funeral Leave;

SP-192: Employees Guide to Family/Medical Leave;

SP-221: Administrative Leave for Physical Therapy Sessions for Work-Related Injuries

SP-241: Flex Time Policy

Colorado Department of Labor and Employment, Departmental Letter

DL 00-22: Work Policies

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