

# MEMO



**TO:** Field and Part-Time Associates  
**FROM:** Office Management  
**DATE:** 05/12/2021  
**RE:** Colorado Accrued Paid Sick Leave

Colorado employees will accrue sick leave at the rate of not less than one hour for every 30 hours worked, beginning at the commencement of employment or January 1, 2021, whichever is later.

Employees may not accrue more than forty-eight (48) hours / six (6) days of sick leave during each calendar year. Accrued, but unused sick time shall carry over to the following year up to 48 hours. Employees may not use more than 48 hours of paid sick leave per year,

Leave under this policy may be used in connection with the diagnosis, care, or treatment of an existing health condition of, or preventative care for, the employee or the employee's family member. "Family member" for purposes of this policy includes a spouse, registered domestic partner, child (regardless of the child's age), parent (including a step-parent or parent-in-law), grandparent, grandchild, or sibling. Leave under this policy may also be used by an employee who is a victim of domestic violence, sexual assault, or stalking to seek aid or medical attention, obtain services or counseling, or participate in safety planning. Public Health Emergency. 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; Grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member ; or 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.

When possible, employees should notify their supervisor in advance (no less than one hour) of their need to use available sick leave. A doctor's statement may be requested by the employee's supervisor after 4 consecutive days absence. Sick pay will be paid out at the employee's normal hourly pay rate.

**Sick leave must be taken when an employee is scheduled and cannot be requested for time when an employee isn't normally scheduled.**

Accrued but unused sick leave will not be paid upon termination.

Employees will need to fill out the attached Time Away Request form and send to Human Resources. The form may be emailed to [hr@apolloretail.com](mailto:hr@apolloretail.com) or faxed to (800) 783-5540.

For more information you can go to [coloradolaborlaw.gov](http://coloradolaborlaw.gov), email [cdle\\_labor\\_standard@state.co.us](mailto:cdle_labor_standard@state.co.us), or call 888-390-7936.