

600.2 Sick Leave

600.2.a Sick Leave General Information

Sick leave is provided for use when time off is needed for health reasons. Sick leave is granted when an employee is absent for treatment of illness or injury or is unable to perform assigned duties due to illness or injury. Sick leave may be used for all medical and dental appointments as well as for the treatment of illnesses including alcoholism and drug addiction in accordance with State Personnel Board Rules

As stated in the Personnel Board Rules, a **State of Colorado Medical Certificate** form (or equivalent) completed by a health care provider must be provided within 15 calendar days, absent extenuating circumstances, for any health-related absence of more than three (3) consecutive, full working days. Certification may also be required for absences of fewer days at the discretion of the appointing authority to determine if family/medical leave applies or when a pattern of absences indicates possible abuse. Additional medical certificates may be required every 30 days or the time period established in the original certificate, whichever is longer, unless circumstances change or new information is received. Failure to provide the certificate will result in denial of leave and possible corrective/disciplinary action.

600.2.b Sick Leave Procedures

1. Requests should be made to the supervisor in advance in the case of preplanned medical, dental, and hospital appointments.
2. Employees who are unable to report to work due to illness or injury should notify their direct supervisor or use the Section call-in process before the scheduled start of their workday. The supervisor must also be contacted on each additional day of absence.
3. Employees are expected to call in personally to report an illness or emergency, unless physically unable to or prevented from doing so by circumstances. If physically unable, please arrange for a close relative or friend to call with the necessary information.
4. An employee who becomes ill during a work shift should contact their supervisor or home office immediately.
5. Should a medical emergency arise at a time when the employee's home office is unattended, the employee should contact the appropriate personnel as directed by their supervisor.
6. Employee turns in current month LEAVE REPORT/REQUEST form to appropriate personnel upon return to work. The Personnel Office, Facilities Management returns this leave sheet/card to the employee, after posting.
7. The Personnel Office, Facilities Management, provides a hard copy of leave balances to employee twice a year, in January and July

600.2.c Sick Leave Abuse

Sick leave abuse occurs when an employee does not meet the requirements of procedures Article 2, Chapter 7 of the "Code of Colorado Regulations" and Section 3 of the "Human Resources Services Manual." If an employee is determined to be abusing sick leave, they may be required to provide a **State of Colorado Medical Certificate** form (or equivalent) completed by a health care provider for all sick leave requests. If an employee has used all available sick leave, they may request use of annual or Leave With Out Pay (LWOP). In addition to the approval of annual or LWOP for sick leave, a corrective action letter may be issued if the employee is suspected of

abusing sick leave privileges. Continued abuse may result in disciplinary action and/or a request for a physical examination to determine if the individual is physically fit to perform their job.

600.2.d Fitness to Return

Prior to returning to work from extended illnesses, employees must provide a Fitness-to-Return statement from their health care provider demonstrating they are released to return to work with no restrictions and are fully capable of performing the essential functions of the position.