

RESOLUTION NO. 11 SERIES OF 2024

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WILLIAMSBURG, COLORADO,
TO ADOPT SICK LEAVE PROVISIONS IN THE EMPLOYEE HANDBOOK PURSUANT TO C.R.S. §
8-13.3-401 ET SEQ., THE HEALTHY FAMILIES AND WORKPLACES ACT.**

WHEREAS

1. The Town of Williamsburg, Colorado, recognizes the importance of ensuring that its employees have access to paid sick leave in accordance with the Colorado Healthy Families and Workplaces Act (C.R.S. § 8-13.3-401 et seq.);
2. The Healthy Families and Workplaces Act mandates that all employers in Colorado provide paid sick leave to employees for specific purposes, including health-related needs and public health emergencies;
3. The Town desires to comply with this state law by formally adopting provisions in its Employee Handbook to reflect these requirements.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
TOWN OF WILLIAMSBURG, COLORADO, AS FOLLOWS:**

Section 1: Sick Leave Policy Adoption

The Town of Williamsburg shall adopt the following sick leave provisions in the Town Employee Handbook, in compliance with C.R.S. § 8-13.3-401 et seq.:

A. Accrual of Paid Sick Leave:

1. All employees shall accrue one (1) hour of paid sick leave for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours per year.
2. Accrued sick leave may carry over from year to year, but an employee's use of paid sick leave shall not exceed forty-eight (48) hours in a single calendar year.

B. Use of Paid Sick Leave:

Employees may use accrued sick leave for the following purposes:

1. An employee's mental or physical illness, injury, or health condition;
2. Medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
3. Preventive medical care;
4. Caring for a family member with a mental or physical illness, injury, or health condition;
5. Absences related to a public health emergency, including quarantine or isolation orders, school or childcare closures, or exposure to contagious illnesses.

C. Public Health Emergency Leave:

1. During a declared public health emergency, employees are entitled to additional paid sick leave as required under C.R.S. § 8-13.3-406, up to a maximum of eighty (80) hours.
2. This leave may be used for public health emergency-related purposes as defined by the Act.

D. Notice and Documentation:

1. Employees shall provide as much advance notice as possible of the need for sick leave.
2. Documentation may be requested for absences of four (4) or more consecutive workdays but shall not impose undue hardship on the employee.

E. Non-Retaliation:

Employees shall not face retaliation or discrimination for exercising their rights to paid sick leave.

Section 2: Employee Handbook Update

The Town Administrator is directed to update the Employee Handbook to include the sick leave provisions outlined above and ensure the policy is communicated to all employees.


Section 3: Effective Date

This resolution and the associated sick leave policy shall take effect immediately upon adoption.

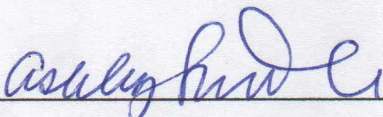
Section 4: Severability

If any section, clause, or provision of this resolution is determined to be invalid or unenforceable, such determination shall not affect the validity of the remaining provisions.

ADOPTED by the Board of Trustees of Williamsburg, Colorado, on this 17th Day of December, A.D., 2024.


Joelina Espinoza, Mayor

ATTESTATION:



Ashley Smith, Town Clerk
Town of Williamsburg

12/12/24 - Resolution posted on website and Public Notice Boards located at:

- Quincy and Iron Horse Road, Williamsburg, CO
- Wilmont Road and Smith Gulch Road, Williamsburg, CO
- 1 John Street, Williamsburg, CO

