

State of Colorado Personal Leave Policy



The following scenarios show a variety of state employees with different leave balances and how they will transfer to the State of Colorado's new Personal Leave (PL) policy.

Scenario 1: A 20-year employee has 336 hours of annual leave and 1000 hours of sick leave at PL transition. Both of these are at the maximum accrual rates under current policy.

Personal Leave

- 336 hrs transition into PL
- Earns 21 hrs/month, new max is 392 hrs
- Over accrued at end of year: forfeit (current practice)
- Separation: PL paid at 100% — up to 392 hours

Sick Leave Transition Reserve (SLTR)

- 1000 hours transition into SLTR
- Leave from SLTR is for health-related or FMLA qualified absence
- At separation: 25% payout if retirement eligible; others forfeit

Scenario 2: A 9-year employee has 86 hours of annual leave and 36 hours of sick leave at PL transition. The employee is not at the maximum accrual rates under the current plan.

Personal Leave

- 86 hrs transitions into PL
- Earns 17 hrs/month, new max is 296 hrs
- Over accrued at end of year: forfeit (current practice)
- Separation: PL Paid at 100% - up to 296 hours

Sick Leave Transition Reserve (SLTR)

- 36 hours transition into SLTR
- Leave from SLTR is for health-related or FMLA qualified absence
- At separation 25% payout if retirement eligible; others forfeit

Scenario 3: A 4-year employee has 150 hours of AL and 360 hours of SL. Annual leave is not at the max but sick leave is at the max under current plan.

Personal Leave

- 150 hrs transitions to PL
- Earns 15 hrs/month, new max is 248 hrs
- Over accrued at end of year: forfeit
- Separation: PL paid out 100% - up to 248 hours

Sick Leave Transition Reserve (SLTR)

- 360 hour transition into reserve
- Leave from SLTR is for health-related or FMLA qualified absence
- At separation: 25% payout if retirement eligible; others forfeit