

## Healthy Family and Workplace Act Frequently Asked Questions

**I heard that Colorado passed a new law, the Healthy Families and Workplaces Act (HFWA). How does that impact me?**

On July 15<sup>th</sup> 2020, the Colorado legislature passed the Healthy Families and Workplaces Act (“HFWA”). This HFWA requires Colorado employers to provide three types of paid sick leave: 1) COVID-19 emergency paid sick leave (“CO-EPST”); 2) Paid sick and safe time (“PSST”); and 3) Public health emergency paid sick leave (“PHEL”).

**The first provision CO-EPST is effective from July 15 to December 31, 2020.** The second and third provisions, CO-PSST and PHEL are effective January 1, 2021. We will share more information about the other two provisions during December 2020, so that we are ready for the January 1, 2021 effective date.

**Why may I take leave under the HFWA between July 15 and December 31?**

- Having COVID-19 symptoms and seeking a medical diagnosis; or
- Being ordered by a government agent (federal, state, or local), or advised by a health provider, to quarantine or isolate due to a risk of COVID-19; or
- Taking care of someone else due to COVID-19 precautions -- either someone ordered to quarantine or isolate, or a child whose school, place of care, or child care is closed or unavailable.

**I live with my best friend who is sick with COVID. Can I take time off using this to care for them?**

Yes. If you live with someone impacted by COVID you would be able to use this time to care for them. You can also use this time to care for an immediate family member. An immediate family member is a parent, spouse or child, and also includes: step-children, foster children, step-parents and foster parents. However, if they are living with you or you with them, and would be expected to take care of them, you would be eligible for the HFWA leave.

**How much paid leave am I entitled to under the HFWA?**

Through December 31, 2020, AuMHC must provide up to 2 weeks of paid leave (up to 80 paid hours) for full-time employees for the three categories of COVID- related needs listed above. **Please see below for information about the amount of paid leave for part-time or as needed employees.** Leave will be paid at your regular pay rate and hours, except when caring for someone else. In that instance, the rate will be at 2/3's regular pay.

**I was awarded 40 hours of COVID sick pay before July 15? How much time will I get now?**

If you were previously granted 40 hours, we will add an additional 40 to your available time if you qualify under one of the above three categories. **Please see below for information about the amount of paid leave for part-time or as needed employees.**

**I already have Sick time in my bank. If I'm eligible for the HFWA sick time, will I use the HFWA Sick first and then my sick time?**

Yes, if you already have Sick time accrued, you may use that time *after* you run out of the HFWA sick time if needed.

**How much leave are part time and as needed (PRN) employees eligible for?**

All employees including part-time and as needed employees are eligible for this leave.

As a part-time employee (defined as any employees who normally work fewer than 40 hours in a week) you are entitled to leave for your average number of work hours in a two-week period.

If your schedule varies, the Center will use a six-month average to calculate the average daily hours. If you haven't been employed for at least six months, the Center will use the number of hours of leave based on the average hours per day that you are scheduled to work over since you started.

**Can I use this leave to help my child with remote learning?**

No. The leave is intended to care for yourself or a family member in the event you are sick with COVID-19, or unable to secure child care due to the closure of a child care facility or school.

**How do I request this leave?**

Please complete the Healthy Families and Workplaces Act Leave Documentation Form found on myWeb on the HR Resources page. Email the completed form to the HR team at [HR@aumhc.org](mailto:HR@aumhc.org).