

**Company Name:** \_\_\_\_\_ **Client Code:** \_\_\_\_\_

**Implement Accrual Plan:** Effective date for CO Sick Leave is 01/01/2021 for employers with more than 15 employees and 01/01/2022 for employers with 15 or less employees but can be implemented immediately.

- Immediately \_\_\_\_\_ (Date)       January 1, \_\_\_\_\_ (2021 or 2022)

**Adjusting a current plan or building a new accrual policy to comply:** "Policies by any name can comply. Compliance can be through a broader paid leave policy, such as allowing "paid time off" for any purpose, health-related or not -- as long as the policy (A) provides as much time off as HFWA requires, (B) for all conditions and situations that HFWA covers."

- Current plan name:** \_\_\_\_\_       **New plan name:** \_\_\_\_\_

**Automatically assign policy to new hires:** "One hour of paid leave for every 30 hours worked, up to 48 hours per year, is what employees must receive, starting on the first day of employment, unless an employer offers more."

- Yes**       **No**

**Accrual based on calendar year or employees' anniversary date:** "The "year" when paid leave accumulates is a calendar year, because HFWA's broad leave requirements all start with calendar years: January 1, 2021, for most employers; January 1, 2022, for small employers. But an employer can choose a different annual cycle if (A) it tells employees in writing in advance, and (B) switching to a different cycle doesn't diminish employee HFWA rights."

- January 1 – December 31**       **Employee Anniversary Date**

**Distribution of policy hours:** "One hour of paid leave for every 30 hours worked, up to 48 hours per year, is what employees must receive, starting on the first day of employment, unless an employer offers more."

- Lump Sum**       **Accrual on hours worked**

**If you have commission employees, select how they will be paid:** "Leave must be paid at "the same hourly rate or salary and with the same benefits ... the employee normally earns during hours worked." Employees paid commissions or other sales-based pay must receive whichever is greater: (A) their hourly or salaried rate; or (B) minimum wage."

- Their hourly rate**       **Minimum wage**       **NA**

**Carryover in accordance with the law:** "Unused leave rolls over, year to year -- but doesn't require allowing more than 48 hours' leave in a year. Any paid leave an employee doesn't use by year's end carries forward to the next year -- except the employer is not required to let the employee use more than 48 hours' paid leave in a year."

- Yes**       **No**

**Display balance on Employee Pay Stubs:**      **Yes**      **No**

**Only for Colorado Employees:**      **Yes**      **No**

**Allow employees to request time off through the Employee Self Service Portal:**

- Yes**       **No**

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

Please email to: [info@autopaychecks.com](mailto:info@autopaychecks.com) or Fax to 970-257-1872

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Setup by: \_\_\_\_\_ Date: \_\_\_\_\_  
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