

December 21, 2021

CDASS Sick Time Program Launch Notice

Background

Colorado [Senate Bill 20-205: Healthy Families and Workplaces Act; C.R.S. 8-13.3-402](#), stipulates that employers provide paid sick leave to their employees at a rate of one (1) hour of paid sick leave for every 30 hours worked. Employees can accrue a maximum of 48 hours per year. Employees begin accruing paid sick leave on the first day of employment or starting January 1, 2022, if currently employed. Employees are permitted to use their paid sick leave as it is accrued and can carryover unused paid sick leave to subsequent years, up to the 48 hours maximum. Additional paid sick leave may be available during a Public Health Emergency.

Attendants will be eligible to submit a sick time request and CDASS Members/Authorized Representatives will be able to approve sick time starting February 1, 2022, using a paper form or fillable pdf form. CDASS Members/Authorized Representatives will also be able to use the portal to submit sick leave requests for their Attendants.

Palco's Approach

To address the requirements in this new law, Palco has developed a process that gives CDASS Attendants the ability to request sick leave and gives CDASS Members/Authorized Representatives the ability to review and approve time, as well as submit sick leave requests on the Attendant's behalf. Palco will verify that the attendant has accrued sufficient sick leave hours to cover the request.

Additional key requirements include:

- Sick time must be submitted within 30 days of the leave date(s).
- Attendants must have accrued sufficient sick time hours to fulfill the sick time request and be paid for the requested sick time.
- Employers must approve sick time taken on or after the date the sick leave is taken.





Sick leave will be funded through the Cost to You approach and this employer cost will be offset by the Consumer Directed Attendant Support Services rate increase effective January 1, 2022.

We have also modified the portal to track and manage the accrual of sick leave for CDASS Attendants. These system modifications will give CDASS Members/Authorized Representatives and Attendants the ability to see the accrual and utilization of Attendant sick leave in the Palco portal.

Training will be held:

January 5 at 2:00 PM

January 12 at 10:00 AM

January 19 at 12:00 PM

To register for an upcoming training session, click the link below. Choose the date for the training session you'd like to attend and submit your name and email address to complete your registration. You will receive an email confirming your registration, as well as a reminder email closer to the date of the training session you chose.

<https://register.gotowebinar.com/rt/143707688976757518>

Training resources will be available at www.palcofirst.com/colorado and will include a recording of an upcoming training session.

Palco Contact Information

Your Palco Support Team is always ready to help.

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